

# **Affirmative Action in Iowa**

**An Annual Review of Affirmative Action  
in the Executive Branch of State Government**

**September 2004**



# FY 2004 Affirmative Action Report

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in the Executive Branch  
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# STATE AFFIRMATIVE ACTION PLAN

## Executive Summary

The FY 2004 report (June 20, 2003 through June 17, 2004) describes the affirmative action efforts of Iowa executive branch departments. Executive branch efforts during this fiscal year were marked by several key initiatives that enhanced equal opportunity within Iowa state government. The State workforce continues to represent Females and Minorities in most EEO categories at rates greater than the relevant labor market. However, the State's workforce overall, based on the 2000 U.S. Census<sup>1</sup>, has not kept pace with the increasing diversity in Iowa. Females represent 49.6% of the State's workforce compared to 47.4% in the statewide labor force. Minorities, on the other hand, make up 5.1% of the State's workforce while their representation in the statewide labor force is now 6.0%. The representation of Persons with Disabilities in the State's workforce is 7.0% and is less than the 11.8% in the statewide labor force rate. As a result, a cooperative relationship has been developed with the Department of Human Rights to improve employment opportunities within state government for Persons with Disabilities. These and other efforts were also incorporated in the Department's Olmstead<sup>2</sup> Plan, in compliance with Executive Order 27, issued on February 4, 2003.

The 2000 U.S. Census data is available to make broad workforce comparisons; however, there are several reasons why these data have not been used more fully for the FY 2005 Affirmative Action Plan and goal-setting:

- The Census data are categorized into racial categories in a different manner than the 1990 Census. The data has separated Asian from Pacific Islander, has added multi-racial groups and has added a separate breakdown of Hispanic/not Hispanic. Databases designed to accept the previous data are not equipped to accept the new data without upgrading the report structure.
- Most EEO Occupational Codes were completely changed and some frequently used codes, such as 005 Administrators and Official--Public Administration, no longer exist. The result is that a new crosswalk must be created to match current job titles to the new EEO Occupational Codes that match the 2000 Census data.
- A new EEO-4 category was created (Protective Service Worker--Sworn), another was changed (Protective Service Worker--Un-sworn) and

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<sup>1</sup> Census 2000 EEO Data Tool, [www.census.gov.eeo2000](http://www.census.gov.eeo2000).

<sup>2</sup> See DAS-HRE FY 2004 Activities for details of the Olmstead U.S. Supreme Court decision and the DAS Response.

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Paraprofessional was eliminated. As a result, job titles affected by these categories must be reclassified with the new EEO codes.

- Of greatest concern, Equal Employment Opportunity Commission (EEOC) has not yet provided guidance on how the new racial groups should be tabulated. This means that any effort invested in using the 2000 Census in reporting based only on assumptions of what the EEOC might expect faces the potential of being incorrect if the EEOC provides contrary guidance at a later date.
- The Department of Labor's Office for Federal Contract Compliance Programs has informed its contractors that they will be required to use the 2000 Census data for federal reporting beginning January 2005. This would suggest that appropriate guidance will be provided prior to that date. As a result, we anticipate being able to use the Census 2000 for the next Affirmative Action Report.

### **FY 2004 Hiring Goal Achievement**

Efforts towards balancing the State's workforce were tempered by cautious departments that were still rebounding from lay-offs, budget cuts and recall hires that occurred during the last two years. The progress made toward meeting hiring goals this year improved somewhat over last year where negative progress occurred in all three goal areas.

- FY 2004 Hiring goals overall were met in 28 out of 45 areas where goals were set (62.2%) compared to FY 2003 where 12 of 47 areas (25.5%) were met. Much of the success in meeting hiring goals can be attributed to the significant increase of Persons with Disabilities in the State workforce. As noted below, over 75% of the goals set for Persons with Disabilities were met. The resurvey of employees (detailed on page 12) resulted in the representation of Persons with Disabilities increasing from 4.2% to 7.0% (See Appendix B).
- FY 2004 Female underutilization, both remedial and non-remedial equaled 667. Progress towards balancing this workforce was 6 or 0.9%. For FY 2003, Female underutilization equaled 649 and progress towards balancing this workforce was 25 or 3.85%. While the Female workforce has increased by 179 during FY 2004 compared to a decrease of 40 during FY 2003, there was not a sufficient number of these hires made in Female underutilized positions.
- FY 2004 Minority underutilization, both remedial and non-remedial equaled 216. Progress towards balancing this workforce was 12 or 5.6%. For FY 2003, Minority underutilization equaled 212 and progress towards balancing this workforce was 17 or 8.0%. The Minority workforce has decreased by one during FY 2004 compared to an increase of 21 during FY 2003. While the rate of increase in FY 2004 has decreased, there was some measurable progress.
- FY 2004 hiring goals for Persons with Disabilities for all departments equaled 35 and progress towards a balanced Persons with Disabilities workforce

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equaled 27. (In FY 2003, hiring goals were set for 32 Persons with Disabilities and progress equaled -19.) This is a significant improvement over last year's progress; however, these workforce changes may have been the direct result of resurveying the State's workforce rather than targeted hiring efforts.

### **Overall Changes in the State's Workforce**

During FY 2004, the State's full-time workforce increased by 221 employees overall, from 18,977 to 19,198. Females increased by 179 or 1.92% more than total Females in the FY 2003 State workforce. Female representation in the overall workforce increased from 49.3% to 49.6% or 0.31%.

The overall number of Minorities decreased by 2, or -0.2% less than the number of Minorities in the FY 2003 workforce. Minority representation within the overall workforce decreased from 5.2% to 5.1%, or -0.1%.

The number of Persons with Disabilities increased by 548 or 68.5% over the number of Persons with Disabilities in the FY 2003 State workforce. The representation of Persons with Disabilities within the overall workforce increased from 4.2% a year ago to 7.0% for an increase of 2.8%.

### **Overall Changes in Underutilization in the State's Workforce**

Overall, the degree of underutilization in the State's workforce for the beginning of FY 2004 has decreased slightly for Females and Minorities and increased for Persons with Disabilities, given the transition to new Census data described elsewhere in this report:

- In FY 2004, total underutilization for Females equaled 667; for FY 2005, it is 656.
- In FY 2004, total underutilization for Minorities was 216; for FY 2005, it is 210.
- In FY 2004, total underutilization for Persons with Disabilities was 445; for FY 2005, it is 662. (Note: progress towards meeting the amount of underutilization in FY 2004 increased by 443, however, by implementing 2000 Census data for Persons with Disabilities in FY 2005, the amount of underutilization increased by 217 to 662.)

## **Overall Changes in State's Workforce: 1994 - 2004**

Comparison of the State's June 2004 workforce to that of ten years ago indicates that the State's affirmative action efforts have resulted in some improvement in the representation of Females, Minorities, and Persons with Disabilities:

- The percent of Females in the State's workforce has grown from 48.5% to 49.6%. Females represented 46.0% of the available labor force in the 1990 U.S. Census. This represents an increase of 608 Females in the overall workforce from ten years ago.
- The percent of Minorities in the State's workforce has decreased slightly from 5.2% to 5.1%. This still represents an increase of 18 Minorities in the overall workforce from ten years ago. Minorities represented 3.4% of the available labor force in the 1990 U.S. Census.

- The percent of Females in five EEO Categories has increased:

EEO-4 Category	June '04	June '94	'90 Census
Officials/Administrators	42.60%	32.00%	28.40%
Professionals	54.20%	49.10%	54.40%
Technicians	59.10%	52.40%	40.30%
Protective Service	14.90%	12.00%	14.40%
Paraprofessionals	75.60%	73.10%	92.80%

- The percent of Minorities has increased three EEO Categories:

EEO-4 Category	June '04	June '94	'90 Census
Officials/Administrators	3.00%	2.80%	1.40%
Protective Service	4.80%	4.50%	4.60%
Paraprofessionals	3.60%	3.20%	4.20%

However, there are areas where progress has been a challenge:

- Although the percent of Females has decreased in three EEO-4 categories from ten years ago, only one category, Professionals, is now underutilized. The 1990 U.S. Census indicated the available labor force for Professionals was 54.4% for Females; the June 2004 percent is 54.2%. This does, however, represent an increase from 49.1% in 1994.
- The percent of Minorities decreased in four EEO-4 categories from ten years ago, but only Paraprofessionals is underutilized (see above). Minorities made up 3.4% of the 1990 U.S. Census; however, in June of 2004, they made up 5.1% of the State workforce. This is virtually unchanged from the 5.2% in 1994.
- Though Persons with Disabilities has grown to 7.0% of the State's workforce in 2004, up from 5.7% in 1994, the 2000 U.S. Census indicates that Persons with Disabilities now make up 11.8% of the labor force in Iowa instead of 7.6%, as indicated by the 1990 Census.

## **OVERVIEW**

### **Background**

Iowa Code chapter 19B.5(2) requires the Department of Administrative Services, Human Resource Enterprise (DAS-HRE), to annually report the condition of affirmative action in the Executive Branch of Iowa state government to the Governor and Legislature. Each executive branch department is required to participate in the State's Affirmative Action Plan. Each plan must address both remedial (numeric) goals for balancing the State's workforce within that department and non-remedial actions, i.e., any methods in addition to affirmative action hires designed to balance the department's workforce. Departments are also required to submit an annual report of affirmative action accomplishments to this department.

The annual Affirmative Action Report includes a compilation of the individual departments' plans and a summary of the cumulative results. The report also provides a general review of the State's overall affirmative action program, citing strengths and areas needing improvement.

### **Affirmative Action Plan Methodology**

#### **Authorization**

The basic requirements for departmental affirmative action plans and annual reports are found in the DAS-HRE administrative rules. These requirements follow the standards outlined in the Equal Employment Opportunity Commission's (EEOC) "Guidelines on Affirmative Action Appropriate Under Title VII of the Civil Rights Act of 1964," as amended, 44 CFR 4422 (November 21, 1991), 29 CFR 1608. The State adopted these requirements in good faith and in conformance with and reliance upon those guidelines and subsequent guidance contained in relevant U.S. Supreme Court decisions. They also echo the requirements set forth by law in Iowa Code chapter 19B.

#### **Calculating Underutilization**

Affirmative Action is defined in Iowa Code Section 19B.1 as "Action appropriate to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity." The US Supreme Court has recognized at least two permissible bases for employers to implement voluntary affirmative action: (1) to



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remedy a clear and convincing history of past discrimination by the employer or union, and (2) to cure a manifest imbalance in the employer's workforce.

Because employers must substantiate compelling conditions of disparity in their workplace to justify the use of race and sex as factors in the selection process, the State of Iowa affirmative action program differentiates between the degrees of underutilization in its workplace. It does so by utilizing two types of affirmative action measures. The first is preferential (remedial) affirmative action. It is the most intrusive and, as a result, the most likely basis for affirmative action litigation. Preferential affirmative action permits numerical goals to be set that consider race and sex as factors in the selection process. The second is non-preferential (non-remedial) affirmative action. This results in active efforts by an employer to attack and prevent discrimination by concerted proactive programs but not by setting numerical hiring goals. Non-preferential goals result in system improvements and are more enduring than isolated affirmative action hires.

A key element of the planning and reporting process involves the comparison of the composition of the workforce to the availability of Females, Minorities and Persons with Disabilities within the relevant and qualified labor market pool. (The relevant labor market is the geographic area from which an employer obtains a large portion of its workforce for a given occupational group.)

This process involves multiple steps:

- a) Compare the State's end-of-fiscal-year workforce composition to the relevant labor market defined above. The current source for the labor force data is Iowa's 1990 Labor Force, EEO Special File, developed by the U.S. Bureau of the Census. (Comparable census data for 2000 has recently been released and the Census 2000 labor force rate for Persons with Disabilities has been built into the underutilization calculations in this report. This reporting process will include the remaining 2000 labor force Census data by the next reporting cycle.)

The groupings used to categorize the workforce into EEO-4 job categories are based on recommendations from the Equal Employment Opportunity Commission (EEOC). The following categories were designated by the EEOC for state and local governments:

01 Official/Administrator	02 Professional
03 Technician	04 Protective Service
05 Paraprofessional	06 Administrative Support
07 Skilled Craft	08 Service/Maintenance

- b) Determine if underutilization exists. If the State's workforce of Females, Minorities and Persons with Disabilities is less than the relevant labor force representation for these groups, underutilization exists. If this

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underutilization is within job groupings previously identified with a manifest imbalance, numerical hiring goals can be set. Hiring goals form the basis of departments' quantitative plan and continue to be set until underutilization is corrected.

- c) Identify those areas of underutilization that justify remedial measures as defined by judicial standards, i.e., manifest imbalance. Manifest imbalance occurs when the representation of protected groups in specific occupational groupings in the workforce is substantially below its representation in the relevant labor market. Based on this initial analysis, only the job groupings that were identified as substantially underutilized can utilize numerical goals as a remedy.
- d) Base hiring goals on the hire projections for the plan period. These should be set so that the goal-to-hire projection ratio is at least equivalent to the labor market representation of the underutilized groups. The projected hires are multiplied by the rate by which the underutilized group is available in the labor force. For example, 10 hires are projected and the labor force availability in the female underutilized group is 50%. A hiring goal of at least 5 Females would be expected (10 hires \* 50%). Suggested goals may be adjusted for a variety of reasons, such as special one-time hiring opportunities that may occur during the next fiscal year.
- e) For Persons with Disabilities, underutilization is now calculated based on the 2000 statewide labor force availability rate of 11.8%. Unlike racial and gender groups, Persons with Disabilities are not divided into EEO-4 categories.

### **Qualitative Underutilization**

- a) When underutilization occurs that does not meet the statistical standard for remedial goals, affirmative action measures (non-remedial) to correct underutilization by implementing changes in processes or programs must be applied. There is also no legal basis to set numerical goals to make Female and Minority status factors in the selection process or to set numerical goals.
- b) A qualitative analysis is the process for determining the appropriate measures to remedy non-preferential underutilization, underutilization that does not rise to the level of manifest imbalance in the workforce. Departments are requested to do a qualitative analysis for all underutilization, both remedial and non-remedial. However, numerical goals are only set for remedial (manifest imbalance) underutilization. This analysis is designed to identify potential barriers to equal employment opportunity and to determine whether policies or practices are impeding progress toward balancing the workforce. From this review, the reporting units develop action plans to eliminate/overcome those barriers.

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- c) Finally, affirmative action efforts and accomplishments of the previous year are summarized in this report and successes or difficulties in carrying out the plan are noted.

## FY 2004 GOAL ACHIEVEMENT

As with the two previous fiscal years, state government experienced tight budgets and slow revenue growth this past fiscal year. As a result, hires were made cautiously, a third Early Out incentive was offered to eligible state employees (272 terminations took effect between July 1 and August 12, 2004, in FY 2005), and potential layoffs loomed throughout the year, with 53 persons actually laid off.

During FY 2004, executive branch departments experienced the following results in meeting their affirmative action goals:

- Nine departments had neither remedial nor non-remedial underutilization. This means their workforce population reflected the general representation of the labor market, or their overall workforce was less than 25 and considered too small to statistically determine underutilization.
- Two departments out of 17 that set remedial hiring goals for Females fully met their goal. Another eight of the total 28 departments that set hiring goals made partial progress in meeting them.
- Two departments out of 3 that set remedial hiring goals for racial/ethnic Minorities met their goal.
- Underutilization of Females decreased by 15. This resulted in a 2.2% reduction in the underutilization of Females in the state workforce.
- Underutilization of Minorities decreased by five. This resulted in a 2.3% reduction of Minorities in the state workforce.

**State agencies that met all their hiring goals include:**

<u>Departments</u>		<u>AA Hiring Goals Met</u>
Commerce – Insurance	1	Female, 1 Person with a Disability
Commerce – Utilities	1	Female, 1 Person with a Disability
Economic Development	1	Person with a Disability
Iowa Finance Authority	2	Persons with Disabilities
Iowa Communications Network	1	Person with a Disability
Human Services	3	Minorities, 5 Persons with Disabilities
Inspections and Appeals	1	Person with a Disability
Iowa Public Employees' Retirement System	1	Person with a Disability
Public Defense	4	Females, 1 Person with a Disability
Public Health	1	Person with a Disability
Public Safety	1	Female, 1 Person with a Disability
Revenue	5	Females, 1 Person with a Disability
Veterans' Affairs	4	Persons with Disabilities

## **FY 2005 RECOMMENDATIONS**

Though the state's economy appears to be on the upswing, it is likely that budget constraints will continue to affect departments' ability to meet their affirmative action hiring goals through FY 2005. Should that be the case, there are still actions departments can take to address policies and practices that inhibit their ability to balance their workforce. These include the following considerations:

- 1) Whether or not departments experience opportunities to make affirmative action hires, there are other system improvements that can be addressed so that future hiring opportunities are improved. Departments can still train their staff, make concerted efforts to retain the protected group staff they currently have and undertake those initiatives that will define their departments as welcoming work environments for all individuals regardless of their racial/ethnic, sex or disability status.
- 2) Department managers must be held accountable for initiatives directed towards balancing their workforce. They must receive training on how to administer affirmative action programs and address workplace issues that create and maintain a welcoming work environment for all employees. While considerable training currently takes place, more effort should be placed on developing measurable results that can be translated into improved workforce diversity.
- 3) Department managers must become more proactive in their affirmative action efforts. Previous efforts that involved setting cautious goals that will not challenge departments will not be effective in the current environment. Departments must actively seek out measures that integrate all employees into the mainstream of their workplaces and provide training and enhancement opportunities that strengthen retention efforts.
- 4) Census labor force data for 2000 is expected to be available for the 2005 Annual Affirmative Action Report, following transition to revised EEO-4 categories anticipated from the U.S. Equal Employment Opportunity Commission yet this year. When the Census 2000 labor force data is available, the substantial increase of Minorities in the Iowa general population suggests that there will very likely be a matching increase in the representation of Minorities in the labor force as well. The representation of Persons with Disabilities has already grown from 7.6% of the state's labor force in 1990 to 11.8% in 2000. These increases will require an even greater commitment to affirmative action hiring efforts in the years ahead.

## **DAS-HRE FY 2004 ACTIVITIES**

### **Employment of Persons with Disabilities**

During FY 2004, DAS-HRE continued its partnership with the Persons with Disabilities Division of the Department of Human Rights (DHR) to address the underutilization of Persons with Disabilities in the State's workforce. DHR recognized the importance of helping the State become a model employer and ensuring that, as an employer, the State was not maintaining barriers to the employment of Persons with Disabilities. The project has two goals: review the method of data collection and assess the employment process.

This fiscal year, as described below, the focus of this project centered on the goal of improving data. DHR, through their grant with the Department for the Blind, provided input to the design and content of the document used to resurvey the State's workforce and funded the programming and printing needed to distribute it.

Efforts to encourage the hiring and retention of more Persons with Disabilities in the State's workforce also continued through the DAS-HRE Reinvention Team begun in the fall of 2002. This fiscal year, these efforts centered around four main areas:

#### **Data collection**

- Assure that the DAS-HRE database for Persons with Disabilities includes accurate data.
- Develop standards for the ongoing collection of protected class data and providing training and information for those who will collect and retain it to optimize confidentiality.
- Educate the workforce on the benefits and protections of self-identification.

#### **Hire Data**

- Provide departments with information about opportunities to hire protected class applicants into vacant underutilized job classes.
- Provide departments with information about past hiring actions in relation to the hiring of protected class applicants.

#### **Raise visibility of efforts to hire and retain Persons with Disabilities**

- Survey websites of other states, public jurisdictions and other organizations.
- Identify potential content for a State of Iowa website on Persons with Disabilities.

### **Olmstead Plan**

- See description provided below.

## **Resurvey of Executive Branch Workforce**

Unlike the data reported for the other two protected groups included in the State's Affirmative Action Plan, Females and Minorities, the data for the protected group of Persons with Disabilities is more subject to change, as members of the State's workforce experience disabilities in the course of their daily lives. For that reason, it is important to resurvey the workforce every few years. Since it had been over five years since the workforce was last surveyed, DAS-HRE made this initiative a priority this fiscal year.

The Executive Branch workforce (minus Regents institutions) was asked to participate in a voluntary survey in May and June so that new data could be incorporated into the FY 2005 workforce analysis. The results of the resurvey indicated that the workforce had indeed been underreported. At the end of the third quarter of FY 2004, Persons with Disabilities represented 4.22% of the State's workforce compared to the 1990 Census baseline of 7.6%. As of the beginning of FY 2005, Persons with Disabilities now represent 7.0% of the State's workforce. However, DAS-HRE also transitioned to 2000 Census data for Persons with Disabilities this fiscal year. After consulting with the State's demographer in the State's Data Information Center, the figure of 11.8% was selected as the percent of Persons with Disabilities in the state labor force.

## **State Diversity Conference**

After a break of several years, the State Diversity Conference, "Iowa's Mosaic," returned in FY 2004. It was held on September 29, 2003 at the Scheman Center at Iowa State University in Ames. DAS-HRE staff participated in the months of planning required before the conference. The conference was aimed at employers, advocates for various protected class groups, youth and the general public. Approximately 80 state employees attended.

## **Olmstead Plan**

Governor's Executive Order 27 directs state agencies to undertake steps to identify and address barriers to community living for individuals with disabilities and long-term illness in Iowa. DAS-HRE and the DAS General Services Enterprise (GSE) were among several state agencies that participated in the initiative to identify employment and other barriers in state government for Persons with Disabilities. The Executive Order resulted from the U.S. Supreme Court decision, *Olmstead v. L.C.*, 527 U.S. 581 (1999), that interpreted Title II of the Americans with Disabilities Act (ADA) to require "States to place qualified individuals with

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disabilities in community settings, rather than in institutions, whenever treatment professionals determine that such placement is appropriate, the affected persons do not oppose such placement, and the State can reasonably accommodate the placement....”

Activities undertaken during FY 2004 began with the merger of the HRE and GSE implementation plans. This coordinated effort between these two divisions merged staffing and accessibility concerns and provided the base to address a broader range of barriers confronting Persons with Disabilities. Subsequent to this merger, ongoing communication has taken place with staff from the Centers from Disabilities and Development, and educational meetings with key personnel have been held to explain the decision and the department’s response. Progress in fulfilling the objectives of the Executive Order has been tracked, reported and reviewed by the Lt. Governor.

### **State Coordinated Recruitment**

As the centralized human resources contact for executive branch vacancies, DAS-HRE processed 39,400 applications from approximately 19,500 applicants. DAS-HRE recognizes its responsibility to notify the public of State of Iowa employment opportunities and to provide a convenient means by which interested applicants can receive vacancy information and apply for state jobs. Several initiatives took place during FY 2004 to facilitate this effort:

- 15 recruitment events were attended. Effort was made to keep costs low and for one recruiting event, several departments pooled resources to attend and participate.
- Special recruitment assistance was provided for key positions to several departments including the Governor’s Office. This assistance included drafting job descriptions, essential functions and job notices, preparing resume and interview scoring tools and providing other assistance as needed to assist in the recruitment and hire process.
- An internal committee was established to address issues affecting the hiring of health care professional, particularly nurses.
- Informative brochures on State of Iowa employment opportunities were updated and reprinted.
- Staff participated in community and other organizational events promoting diversity, state employment opportunities, and general awareness of the State of Iowa as an employer.



## AA/EEO/Diversity Training

State agencies continued to take other affirmative steps to promote workforce understanding of the concepts and legal aspects of affirmative action, equal employment opportunity and diversity through DAS-HRE's Personnel Development Seminars. In FY 2004, the number of participants decreased by 28.8% from the previous fiscal year. Training staff attributed the decrease, in part, to cyclical patterns tied to new employee hires, particularly supervisors.

Training courses were offered throughout the year to state managers, supervisors, and employees. In total, 650 participants attended one of the five courses offered compared to 914 participants in FY 2003.

EEO/AA for Supervisors	157
Preventing Sexual Harassment for Supervisors	144
Preventing Sexual Harassment for Employees	105
Valuing Diversity in the Workplace	124
What is the ADA?	120
TOTAL	650

The following agencies sent participants to training:

Administrative Services	2
Commerce	4
Corrections	100
Economic Development	3
Education-Vocational Rehabilitation	13
Elder Affairs	1
Human Services	123
Finance Authority	3
Inspections and Appeals	1
Iowa Public Employees' Retirement System	1
Iowa Public Television	1
Natural Resources	123
Public Health	3
Public Safety	1
Secretary of State	2
Transportation	229
Veterans' Affairs	23
Workforce Development	14
Department not reported	3
TOTAL	650

## **DAS-HRE FY 2005 PLANS**

DAS-HRE plays a leadership role in bringing about the commitment described above. To that end, several initiatives have been planned for FY 2005:

- 1) Continued commitment to the Persons with Disabilities Hiring and Retention effort begun in 2002. With the resurvey of the State's workforce now completed, emphasis will now be placed on the following initiatives:
  - a. Creating the Persons with Disabilities webpage to provide information about working for the State of Iowa to potential applicants with disabilities, state employees with disabilities, state managers and supervisors, state employees and the general public.
  - b. Identifying and expanding recruitment sources for Persons with Disabilities through contacts with state agencies and other organizations that work with and/or advocate for Persons with Disabilities and Internet research. Agencies that are underutilized for Persons with Disabilities will be able to access these for their recruitment efforts.
  - c. Expanded networking with various advocacy and service groups working with Persons with Disabilities by attending the board/commission meetings of advocacy groups, personal visits to providers of services to Persons with Disabilities, and receipt of newsletters and other information from advocacy groups.
  - d. Continuing to make state agencies aware of their hiring opportunities for Persons with Disabilities as well as Females and Minorities in underutilized job classes through expanded use of the two hiring reports mentioned elsewhere in this report, contact with hiring authorities, and increased interaction with management liaisons and personnel assistants.
  - e. Proceeding with the partnership with the Department of Human Rights and Department for the Blind and, this next year, involving the Department of Education Vocational Rehabilitation Services Division to attract and retain more persons with disabilities to state government.
- 2) Along the same lines as #1 above, DAS-HRE will continue to address the action plan to implement the Olmstead decision in state government.
- 3) The affirmative action planning and reporting process needs to be reviewed by DAS-HRE as part of the transition to an enterprise resource planning system (I/3). In so doing, consideration needs to be given to ways in which the program can be simplified so that state managers and supervisors can better focus on

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hiring opportunities and other non-preferential means of decreasing underutilization.

- 4) The Job Class Underutilization List needs to be modified so that only underutilized job classes where affirmative action hires can be made are listed. This way, agencies can better focus on targeted hiring.
- 5) Female underutilization data for FY 2004 needs closer analysis. The goal of hiring 80 Females in underutilized job classes not only was not met, the underutilized Female workforce decreased by eight. This occurred despite the fact that several positive changes also took place in FY 2004:
  - The overall workforce increased by 179 females, from 49.3% to 49.6% of the overall workforce.
  - Only one EEO-category is now underutilized for Females
  - The overall underutilization of Females in the State's workforce decreased from 667 in FY 2003 to 656 in FY 2004.

Clearly, more Females are entering the State's workforce, but apparently they are not being hired in underutilized areas, and DAS-HRE needs to identify why this happened so it can be addressed and avoided in FY 2005.

- 6) Begin reviewing the results of the annual and cumulative State Exit Survey report to identify any potential problems that may be indicated for members of protected classes. This survey is sent by DAS-HRE to state employees who voluntarily terminate their employment with the State or move to other state agencies to collect information about their reasons for leaving and perception of their employment experience. To date (through FY 2003) approximately 3600 surveys have been distributed with a return rate of about 37%. With the exception of Females, the numbers received thus far for Minorities and Persons with Disabilities have not been statistically significant to draw any conclusions from this data. This may still remain the case in FY 2004 and 2005, but planning for how to interpret and use this data can begin in FY 2005.
- 7) Begin to integrate the annual affirmative action reporting and planning process into the State's workforce planning process. Several resources and tools have been developed for the State's workforce planning process in the last four years. These include: a retirement calculator that projects potential retirements in a ten-year period; a staffing guide for determining the most appropriate means of getting work done (filling state positions versus funding a temporary, contingent workforce or outsourcing); an applicant screening manual aimed at walking supervisors through a legally-defensible, competency-based screening process; the exit survey mentioned in #6 above; the Certified Management Training program, directed at developing tomorrow's leaders; a results-based performance evaluation system focused on developing and improving competencies through individual development plans; competency-based (and advertised) training courses; a web-based manual on Organizational Redesign and Workforce planning to assist managers undergoing major staffing changes, and *Just the Facts*, an almanac of human

## FY 2004 Affirmative Action Report

capital information. These have been developed and implemented independent of the State's affirmative action program, however, because they interrelate, a more concerted effort needs to be made to determine how that can be accomplished and to encourage and work with state agencies to do so.

# FY 2004 Affirmative Action Report

## FY 04 Underutilization & Progress Towards a Balanced Workforce

DEPARTMENT/DIVISION	TOTAL UNDERUTILIZATION			PROGRESS TOWARDS BALANCED WORKFORCE		
	FEMALE	MINORITY	PWD	FEMALE	MINORITY	PWD
Administrative Services	4	1		-3	0	
Agriculture	19	11	19	0	1	15
Auditor	2	1	3	0	0	0
Blind						
Civil Rights						
College Student Aid	2		1	0		1
Commerce--Alcoholic Beverage			1			-1
Commerce--Banking	14		2	-1		-2
Commerce--Credit Union						
Commerce--Insurance	1		1	2		3
Commerce--Prof License						
Commerce--Utilities	5		4	1		5
Corrections	207	63	80	-12	0	96
Cultural Affairs	1		2	0		1
Economic Development			8			8
Education	15			-5		
Elder Affairs						
Ethics & Campaign Disclosure						
Finance Authority	1		2	0		4
Human Rights			2			3
Human Services	104	59	133	14	5	89
Inspections and Appeals	2	3	5	0	0	3
Iowa Communications Network	4	1	2	0	0	2
Iowa Law Enforcement Academy	3			1		
IPERS	1	1	3	1	0	3
Justice	2	1	11	0	1	3
Management	2			0		
Natural Resources	57	37	24	4	0	6
Parole						
Public Defense	23	3	12	4	1	12
Public Employment Relations						
Public Health		2	2		1	6
Public Safety	27	6	43	1	0	23
Public Television	5		4	0		3
Revenue (Inc. Lottery)	32	1	2	2	0	19
Secretary of State			1			1
Transportation	125	24	62	-1	3	130
Treasurer						
Veterans Affairs		2	16		0	10
Workforce Development	9			-2		
<b>TOTAL</b>	<b>667</b>	<b>216</b>	<b>445</b>	<b>6</b>	<b>12</b>	<b>443</b>

SOURCE: Affirmative Action Goals Achievement Quarterly Report.

## **FY 2005 Underutilization & Remedial Goals**

Remedial goals, taking into consideration projected hires for FY 2005, have been set by departments to correct underutilization that is statistically significant.

Departments again set their goals with caution. Their hesitation was motivated by anticipated hires of recalled laid-off employees and limited turnover.

- FY 2005 hiring goals for Females will address 22.0% of the total remedial (numeric) underutilization identified compared to 16.7% last year and 12.7% the previous year.
- FY 2005 hiring goals for racial/ethnic Minorities will address 18.2% of the remedial underutilization identified compared to 9.8% last year and 14.6% the previous year.
- FY 2005 hiring goals for Persons with Disabilities will address 13.8% of overall underutilization compared to 7.2% last year and 7.9% the previous year.

Non-remedial underutilization has been identified separately in the table that follows. Departments are expected to set numerical goals were appropriate and implement methods other than hiring goals for all underutilization: remedial, non-remedial, and for Persons with Disabilities. In most cases, such measures are simply "good business" practices.

# FY 2004 Affirmative Action Report

## FY '05 Underutilization & Remedial Goals

DEPARTMENT/DIVISION	Female			Minority			Disability	
	NRUU	RUU	RUU Goal	NRUU	RUU	RUU Goal	UU	Goal
Administrative Services	8			2				
Agriculture	0	20	4	7	5	0	19	1
Auditor	2			1			6	1
Blind								
Civil Rights								
College Student Aid		1	1				1	1
Commerce-Alcoholic Beverage							5	2
Commerce-Banking	1	13	1				5	1
Commerce-Credit Union								
Commerce-Insurance		1	1				1	1
Commerce-Prof License								
Commerce-Utilities		2	2				4	1
Corrections	8	204	38	56	4	1	93	32
Cultural Affairs		1	1				3	1
Economic Development							6	1
Education	3	10	5					
Elder Affairs								
Ethics & Campaign Disclosure								
Finance Authority	1						2	2
Human Rights								
Human Services	100			29	25	5	232	5
Inspections and Appeals	1			4			17	7
Iowa Communications Network	6			1			2	1
Iowa Law Enforcement Academy		0	1					
IPERS	1			0			4	2
Justice	1	1	1	0			17	2
Lottery		9	1				5	1
Management		2	1				1	1
Natural Resources	4	52	30	39			51	10
Parole								
Public Defense	4	19	4	4			14	4
Public Employment Relations								
Public Health				2			13	4
Public Safety	10	18	4	7	1	1	49	2
Public Television	2	3	1				7	1
Revenue		15	9	1				
Secretary of State							3	1
Transportation	2	121	3	11	9	1	62	1
Treasurer								
Veterans Affairs				2			40	5
Workforce Development	10							
<b>TOTAL</b>	<b>164</b>	<b>492</b>	<b>108</b>	<b>166</b>	<b>44</b>	<b>8</b>	<b>662</b>	<b>91</b>

**NRUU** means Non-Remedial Underutilization. While underutilization exists, it does not meet the statistical standard necessary to set numerical hiring goals.

**RUU** means Remedial Underutilization. Underutilization exists and meets the statistical standard necessary to set numerical hiring goals.

## APPENDICES

### A. AFFIRMATIVE ACTION ANALYSIS BY DEPARTMENT

#### ***Notes on Department Tables:***

##### FY 04 Workforce Changes:

This table shows fiscal year 2004 staffing changes. It details the composition of each department's workforce at the beginning and ending of the fiscal years and the number of hires/promotions and terminations that also occurred during this period. These totals are broken down by Minority, Female and Disability status and by EEO Code. The purpose of these data is to show how the departments' staffing changes during the fiscal year affected its current staffing compositions.

##### FY 04 Goal & Achievements

These tables summarize the progress departments made during FY 2004 in meeting the affirmative action goals they set by EEO category. The numbers for Persons with Disabilities are only displayed by department overall. (See AA Plan Methodology for details.)

#### **Column Labels**

T	Total Full-time Workforce
F	Female
Mn	Racial/Ethnic Minorities
D	Persons with Disabilities

#### **Threshold Labels**

NU	No underutilization
BA	Balanced workforce
NA	Not applicable
ST	Statewide measure of underutilization.
PN	Numeric (remedial) hiring goals to address underutilization are needed
NP	Non-remedial methods to address underutilization through means other than using racial/ethnic, gender or disability classification as factors in selection

##### FY 05 Affirmative Action Goals BOFY (Beginning of Fiscal Year)

This table details each department's underutilization--both remedial (manifest imbalance) and non-remedial. By projecting the hires anticipated during the fiscal year, departments can more realistically set attainable goals to correct their remedial underutilization. Numerical goals are not set for non-remedial underutilization; however, departments must address these through other means.



# FY 2004 Affirmative Action Report

## Administrative Services (010)

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	45	20			3	2			8	2			44	18	1	
Professional	166	68	8		10	3	1		17	2	2		170	68	10	
Technical	22	19	2		1	1			3	3			22	19	2	
Protective Service																
Paraprofessional	9	7	1		1	1							6	5	1	
Admin. Support	34	21	5		1				1	1			32	21	4	
Skilled Craft	24		3		1				2				26		3	
Service/Maint.	65	22	16		5	1	2		6	1			66	19	13	
TOTALS	365	157	35		22	8	3	3	37	9	2	3	366	150	34	47

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	NP	NU		1						-2		
Professional	NP	NU		2						-1		
Technical	NU	NU										
Protective Service	NA	NA										
Paraprofessional	NU	NU										
Admin. Support	NU	NU										
Skilled Craft	NU	NP			1						0	
Service/Maint.	NP	NU		1						0		
TOTALS				4	1	0	0	0	0	-3	0	NU

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin (01)	NP	2			NP	1					
Professional (02)	NP	5			BA						
Technical (03)	BA				BA						
Protective Service (04)	NA				NA						
Paraprofessional (05)	BA				BA						
Admin. Support (06)	BA				BA						
Skilled Craft (07)	BA				NP	1					
Service/Maint. (08)	NP	1			BA						
TOTALS		8	0	0		2	0	0	0	0	0

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Agriculture & Land Stewardship (010)

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	30	6			1				2	1			31	7		
Professional	86	26	2		5	1			12	4	1		89	28	3	
Technical	136	26	1		5	2			2				133	24		
Protective Service																
Paraprofessional	11	11			1	1							9	9		
Admin. Support	121	119	2		3	3			4	4	1		119	117	2	
Skilled Craft																
Service/Maint.	1															
<b>TOTALS</b>	<b>385</b>	<b>188</b>	<b>5</b>	<b>7</b>	<b>15</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>381</b>	<b>185</b>	<b>5</b>	<b>22</b>

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	ST	NP		8						1		
Professional	PN	NP		3	6		1			1	1	
Technical	PN	ST		8	4					-2	-1	
Protective Service	NA	NA										
Paraprofessional	BA	NP										
Admin. Support	BA	NP			1							
Skilled Craft	NA	NA										
Service/Maint.	BA	BA										
<b>TOTALS</b>				<b>19</b>	<b>11</b>	<b>19</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>15</b>

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	ST	8	2	1	BA						
Professional	PN	3	5	1	NP	6					
Technical	PN	9	3	2	ST	5	2	0			
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support)	BA				NP	1					
Skilled Craft)	NA				NA						
Service/Maint.	BA				BA						
<b>TOTALS</b>		<b>20</b>	<b>10</b>	<b>4</b>		<b>12</b>	<b>2</b>	<b>0</b>	<b>19</b>	<b>19</b>	<b>1</b>

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Auditor

### FY '04 Workforce Changes

	Workforce					04 Terms					04 Hires					Workforce			
	EOFY 03					from State					Promo & New					EOFY 04			
	T	F	Mn	D		T	F	Mn	D		T	F	Mn	D		T	F	Mn	D
Official /Admin.	10	4									17	11				10	4		
Professional	87	44				11	2									85	47		
Technical	1	1														1	1		
Protective Service																			
Paraprofessional																			
Admin. Support	5	5				1	1				1	1				4	4		
Skilled Craft																			
Service/Maint.																			
<b>TOTALS</b>	103	54	0	5		12	3	0	0		18	12	0	0		100	56	0	5

### FY '04 Goals & Achievements

	Threshold				Total UU				Proj Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	BA	BA													
Professional	BA	NP			2	1							0	0	
Technical	NA	NA													
Protective Service	NA	NA													
Paraprofessional	NA	NA													
Admin. Support	BA	BA													
Skilled Craft	NA	NA													
Service/Maint.	NA	NA													
<b>TOTALS</b>					2	1	3		0	0	0		0	0	0

### FY '05 Affirmative Action Goals BOFY

	Female					Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire			Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal		Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA					BA						
Professional	NP	2				NP	1					
Technical)	BA					BA						
Protective Service	NA					NA						
Paraprofessional	NA					NA						
Admin. Support	NU					BA						
Skilled Craft	NA					NA						
Service/Maint.	NA					NA						
<b>TOTALS</b>		2	0	0			1	0	0	6	0	1

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

*Blind*

## FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	6	2	1										6	2	1	
Professional	47	31	3		1	1			5	2			50	32	3	
Technical	5	4											5	4		
Protective Service																
Paraprofessional	12	6	5										12	6	1	
Admin. Support	19	17			2	2			6	6			19	17		
Skilled Craft	10								1				10			
Service/Maint.	1				1											
TOTALS	100	60	9	28	4	3	0	1	12	8	0	3	102	61	5	28

## FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	BA	BA										
Professional	BA	BA										
Technical	BA	BA										
Protective Service	NA	NA										
Paraprofessional	BA	BA										
Admin. Support	BA	BA										
Skilled Craft	BA	BA										
Service/Maint.	NA	NA										
TOTALS				0	0	0	0	0	0			0

## FY '05 Affirmative Action Goals BOFY

	Female			Minority			Persons w/Disabilities		
EEO Code	Total	Proj.	Hire	Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	Goals
Official /Admin.	BA				BA				
Professional	BA				BA				
Technical	BA				BA				
Protective Service	NA				NA				
Paraprofessional	BA				BA				
Admin. Support	BA				BA				
Skilled Craft	BA				BA				
Service/Maint.	NA				NA				
TOTALS		0	0	0		0	0	0	0

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Civil Rights

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	5	3	2		1	1	1		1				5	2	1	
Professional	18	9	7										17	9	7	
Technical																
Protective Service																
Paraprofessional	1	1	1										1	1	1	
Admin. Support	4	4	1										4	4	1	
Skilled Craft																
Service/Maint.																
<b>TOTALS</b>	<b>28</b>	<b>17</b>	<b>11</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>16</b>	<b>10</b>	<b>5</b>

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	BA	BA										
Professional	BA	BA										
Technical	NA	NA										
Protective Service	NA	NA										
Paraprofessional	BA	BA										
Admin. Support	BA	BA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
<b>TOTALS</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### FY '05 Affirmative Action Goals BOFY

	Female			Minority			Persons w/Disabilities		
EEO Code	Total	Proj.	Hire	Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	Goals
Official /Admin.	BA				BA				
Professional	BA				BA				
Technical	NA				NA				
Protective Service	NA				NA				
Paraprofessional	BA				BA				
Admin. Support	BA				BA				
Skilled Craft	NA				NA				
Service/Maint.	NA				NA				
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## College Student Aid

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	7	5											7	5		
Professional	8	4	1		3	2	2		4	2			8	3		
Technical	2	2											2	2		
Protective Service																
Paraprofessional	13	7			1	1			1	1			12	7		
Admin. Support	7	6	1		1	1			1	1			7	6	1	
Skilled Craft																
Service/Maint.																
<b>TOTALS</b>	<b>37</b>	<b>24</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>23</b>	<b>1</b>	<b>2</b>

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	BA	BA										
Professional	BA	BA										
Technical	BA	BA										
Protective Service	NA	NA										
Paraprofessional	ST	BA		2			1			0		
Admin. Support	BA	BA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
<b>TOTALS</b>				<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA				BA						
Professional)	BA				BA						
Technical)	BA				BA						
Protective Service	NA				NA						
Paraprofessional	ST	1	2	1	BA						
Admin. Support	BA				BA						
Skilled Craft)	NA				NA						
Service/Maint.	NA				NA						
<b>TOTALS</b>		<b>1</b>	<b>2</b>	<b>1</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>1</b>

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Commerce/Alcoholic Beverages

### FY '04 Workforce Changes

	Workforce					04 Terms					04 Hires					Workforce			
	EOFY 03					from State					Promo & New					EOFY 04			
	T	F	Mn	D		T	F	Mn	D		T	F	Mn	D		T	F	Mn	D
Official /Admin.	5	1									1					6	2		
Professional	10	2				1					2	1				10	3		
Technical	2	2														2	2		
Protective Service																			
Paraprofessional	5	4				1					1					4	3		
Admin. Support	10	10														10	10		
Skilled Craft	1															1			
Service/Maint.											14	1				14	1		
TOTALS	33	19	0	1		2	0	0	0		18	2	0	0		47	21	0	

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	BA	BA													
Professional	BA	BA													
Technical	BA	NP													
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	BA	BA													
Skilled Craft	BA	BA													
Service/Maint.	NA	NA													
TOTALS					0	0	1		0	0	0		0	0	-1

### FY '05 Affirmative Action Goals BOFY

	Female					Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire			Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal		Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA					BA						
Professional	BA					BA						
Technical	BA					BA						
Protective Service	NA					NA						
Paraprofessional	BA					BA						
Admin. Support	BA					BA						
Skilled Craft	BA					BA						
Service/Maint.	NA					NA						
TOTALS		0	0	0			0	0	0			

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Commerce/Banking

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	7	2	1										7	2		
Professional	52	15			3				5	3			50	14	1	
Technical	1	1											1	1		
Protective Service																
Paraprofessional	1	1											1	1		
Admin. Support	2	2											2	2		
Skilled Craft																
Service/Maint.																
TOTALS	63	21	1	2	3	0	0	0	5	3	0	0	61	20	1	

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	BA	BA		1								
Professional	PN	BA		13			1			-1		
Technical	BA	BA										
Protective Service	NA	NA										
Paraprofessional	BA	BA										
Admin. Support	BA	BA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
TOTALS				14	0	2	1	0	1	-1	0	-2

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	NP	1			BA						
Professional	PN	13	2	3	BA						
Technical	BA				BA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	NA				BA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		14	2	3		0	0	0	5	6	1

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.



# FY 2004 Affirmative Action Report

## Commerce/Credit Union

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	3	2											3	2		
Professional	10	3							1				11	3		
Technical									1	1						
Protective Service																
Paraprofessional																
Admin. Support	1	1											1	1		
Skilled Craft																
Service/Maint.																
TOTALS	14	6	0	0	0	0	0	0	2	1	0	0	15	6	0	1

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	NA	NA										
Professional	NA	NA										
Technical	NA	NA										
Protective Service	NA	NA										
Paraprofessional	NA	NA										
Admin. Support	NA	NA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
TOTALS				0	0	0	0	0	0	0	0	0

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code	Total	Proj.	Hire		Total	Proj.	Hire		Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	NA				NA						
Professional	NA				NA						
Technical	NA				NA						
Protective Service	NA				NA						
Paraprofessional	NA				NA						
Admin. Support	NA				NA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		0	0	0		0	0	0	0	0	0

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Commerce/Insurance

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	18	10											19	10	1	
Professional	43	20	2		5	3			12	4			48	21	3	
Technical	1	1											1	1		
Protective Service																
Paraprofessional	8	8											8	8		
Admin. Support	10	9	2		1	1			2	1			10	9	2	
Skilled Craft																
Service/Maint.																
TOTALS	80	48	4	4	6	4	0	0	14	5	0	0	86	49	6	7

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	BA	BA										
Professional	PN	BA		1			1			2		
Technical	BA	BA										
Protective Service	NA	NA										
Paraprofessional	BA	BA										
Admin. Support	BA	BA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
TOTALS				1	0	1	1	0	0	2	0	3

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	NA				BA						
Professional	PN	1	8	1	BA						
Technical	BA				BA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				BA						
Service/Maint.	BA				NA						
TOTALS		1	8	1		0	0	0	1	13	1

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Commerce/Professional Licensing

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	6	4											5	3		
Professional									1				1			
Technical	1	1											1	1		
Protective Service																
Paraprofessional	1	1			1	1			1	1			1	1		
Admin. Support	1	1			1	1			3	3			2	2		
Skilled Craft																
Service/Maint.																
TOTALS	9	7	0	0	2	2	0	0	5	4	0	0	10	7	0	0

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	NA	NA										
Professional	NA	NA										
Technical	NA	NA										
Protective Service	NA	NA										
Paraprofessional	NA	NA										
Admin. Support	NA	NA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
TOTALS				0	0	0	0	0	0			0

### FY '05 Affirmative Action Goals BOFY

	Female			Minority			Persons w/Disabilities		
EEO Code	Total	Proj.	Hire	Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	Label
Official /Admin.	NA				NA				
Professional	NA				NA				
Technical	NA				NA				
Protective Service	NA				NA				
Paraprofessional	NA				NA				
Admin. Support	NA				NA				
Skilled Craft	NA				NA				
Service/Maint.	NA				NA				
TOTALS		0	0	0		0	0	0	0

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Commerce/Utilities

### FY '04 Workforce Changes

	Workforce					04 Terms					04 Hires					Workforce			
	EOFY 03					from State					Promo & New					EOFY 04			
	T	F	Mn	D		T	F	Mn	D		T	F	Mn	D		T	F	Mn	D
Official /Admin.	13	5				1										12	5		
Professional	34	11									3	3				36	13	3	
Technical	5	1									1					6	1		
Protective Service																			
Paraprofessional	4	4														4	4		
Admin. Support	8	8	1													8	8	1	
Skilled Craft																			
Service/Maint.																			
TOTALS	64	29	1			1	0	0	0		4	3	0	0		66	31	4	5

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	BA	BA													
Professional	PN	BA			5								1		
Technical	BA	BA													
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	BA	BA													
Skilled Craft	NA	BA													
Service/Maint.	NA	NA													
TOTALS					5	0	4		0	0	1		1	0	5

### FY '05 Affirmative Action Goals BOFY

	Female					Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire			Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal		Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA					BA						
Professional	PN	4	2	2		BA						
Technical	BA					BA						
Protective Service	NA					NA						
Paraprofessional	BA					BA						
Admin. Support	BA					BA						
Skilled Craft	NA					NA						
Service/Maint.	NA					NA						
TOTALS		4	2	2			0	0	0	1	3	1

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Corrections

### FY '04 Workforce Changes

	Workforce				04 Terms					04 Hires					Workforce			
	EOFY 03				from State					Promo & New					EOFY 04			
	T	F	Mn	D	T	F	Mn	D		T	F	Mn	D		T	F	Mn	D
Official /Admin.	81	28	4		2	1				9	3				87	31	5	
Professional	485	243	27		29	19	2			46	25	6			482	238	29	
Technical	32	19	1		2	2				6	6				37	24	1	
Protective Service	1814	325	95		107	29	6			120	19	6			1769	304	94	
Paraprofessional	33	33	1		3	3				1	1				34	34	1	
Admin. Support	179	161	9		2	2				6	4				179	160	8	
Skilled Craft	197	7	4		8					7					194	7	4	
Service/Maint.	156	68	5		7	3				12	8				157	72	4	
TOTALS	2977	884	146	85	160	59	8	8		207	66	12	6		2939	870	146	182

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	PN	BA			8				1				2		
Professional	PN	NP			90	2			4				-2	0	
Technical	NP	NP			1	1							0	0	
Protective Service	PN	NP			82	52			25				-15	0	
Paraprofessional	BA	BA													
Admin. Support	BA	NP				2								0	
Skilled Craft	NP	ST			8	4				1			0	0	
Service/Maint.	ST	BA			18	2			1				3		
TOTALS					207	63	80		31	1	2		-12	0	96

### FY '05 Affirmative Action Goals BOFY

	Female					Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire			Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal		Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	PN	9	9	3		BA						
Professional	PN	93	47	15		NP	2					
Technical	NP	1				NP	1					
Protective Service	PN	86	173	15		NP	49					
Paraprofessional	BA					BA						
Admin. Support	BA					NP	2					
Skilled Craft	NP	7				PN	4	11	1			
Service/Maint.	ST	16	13	5		NP	2					
TOTALS		212	242	38			60	11	1	93	264	32

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Cultural Affairs

### FY '04 Workforce Changes

	Workforce				04 Terms					04 Hires					Workforce			
	EOFY 03				from State					Promo & New					EOFY 04			
	T	F	Mn	D	T	F	Mn	D		T	F	Mn	D		T	F	Mn	D
Official /Admin.	7	2													7	2		
Professional	35	20	1		3	2				3	3				37	23	1	
Technical	7	3			1										5	2		
Protective Service																		
Paraprofessional	4	4								1	1				5	5		
Admin. Support	6	4			1	1				5	2				8	4		
Skilled Craft															3			
Service/Maint.	4	1			1											1		
TOTALS	63	34	1	2	6	3	0	0		9	6	0	0		65	37	1	3

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	ST	BA			1				1				0		
Professional	NP	BA													
Technical	BA	BA													
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	NP	BA													
Skilled Craft	NA	NA													
Service/Maint.	BA	BA													
TOTALS					1	0	2		1	0	1		0	0	1

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	ST	1	1	1	BA						
Professional	BA				BA						
Technical	BA				BA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	BA				BA						
TOTALS		1	1	1		0	0	0	3	6	1

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## *Economic Development*

### FY '04 Workforce Changes

	Workforce				04 Terms					04 Hires					Workforce			
	EOFY 03				from State					Promo & New					EOFY 04			
	T	F	Mn	D	T	F	Mn	D		T	F	Mn	D		T	F	Mn	D
Official /Admin.	23	12			1					3	1				22	12		
Professional	75	43	3		7	5				16	10	1			79	44	4	
Technical	6	6													5	5		
Protective Service			2															
Paraprofessional	6	4	2												5	3	1	
Admin. Support	14	13			1	1				2	2	1			15	14	3	
Skilled Craft																		
Service/Maint.	6	6	1												6	6	1	
TOTALS	130	84	8	0	9	6	0	0		21	13	2	1		132	84	9	8

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	BA	BA													
Professional	BA	BA													
Technical	BA	BA													
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	BA	BA													
Skilled Craft	NA	NA													
Service/Maint.	NA	NA													
TOTALS					0	0	8		0	0	1		0	0	8

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total				Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU				UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA				BA						
Professional	BA				BA						
Technical	BA				BA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		0	0	0		0	0	0	6	20	3

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3

# FY 2004 Affirmative Action Report

## Education

### FY '04 Workforce Changes

	Workforce				04 Terms					04 Hires					Workforce			
	EOFY 03				from State					Promo & New					EOFY 04			
	T	F	Mn	D	T	F	Mn	D		T	F	Mn	D		T	F	Mn	D
Official /Admin.	31	17			1	1				1	1				32	17		
Professional	333	200	23		14	8	2			21	11	1			339	202	23	
Technical	85	60	4		2	2				7	5	1			92	66	5	
Protective Service																		
Paraprofessional	13	12								2	1				15	13		
Admin. Support	129	121	10		8	7				3	3				123	116	9	
Skilled Craft	5	1													5	1		
Service/Maint.	3		1												3		1	
TOTALS	599	411	38	48	25	18	2	2		34	21	2	2		609	415	38	67

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	BA	NP													
Professional	PN	BA			12				1				-4		
Technical	NP	BA			2								-1		
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	BA	BA													
Skilled Craft	BA	BA													
Service/Maint.	ST	BA													
TOTALS					14	0	0		1	0	0		-5	0	NU

### FY '04 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA				BA						
Professional	PN	10	30	5	NP	1					
Technical	NP	2			BA						
Protective Service	BA				NA						
Paraprofessional	NA				BA						
Admin. Support	BA				BA						
Skilled Craft	BA				BA						
Service/Maint.	BA				BA						
TOTALS		12	30	5		1	0	0	0	0	0

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.



# FY 2004 Affirmative Action Report

## *Elder Affairs*

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	9	5							1				8	4		
Professional	11	7	1		1	1			1				8	5	1	
Technical	3	2							2	2			3	2		
Protective Service																
Paraprofessional	2	2											2	2		
Admin. Support	4	4											3	3		
Skilled Craft																
Service/Maint.																
<b>TOTALS</b>	<b>29</b>	<b>20</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>16</b>	<b>1</b>	<b>2</b>

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	BA	BA										
Professional	BA	BA										
Technical	BA	BA										
Protective Service	NA	NA										
Paraprofessional	BA	BA										
Admin. Support	BA	BA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
<b>TOTALS</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code	Total	Proj.	Hire		Total	Proj.	Hire		Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	NA				NA						
Professional	NA				NA						
Technical	NA				NA						
Protective Service	NA				NA						
Paraprofessional	NA				NA						
Admin. Support	NA				NA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Ethics & Campaign Disclosure

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	1												1			
Professional	3	3											3	3		
Technical													2	2		
Protective Service																
Paraprofessional																
Admin. Support	2	2														
Skilled Craft																
Service/Maint.																
TOTALS	6	5	0	0	0	0	0	0	0	0	0	0	6	5	0	0

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	NA	NA										
Professional	NA	NA										
Technical	NA	NA										
Protective Service	NA	NA										
Paraprofessional	NA	NA										
Admin. Support	NA	NA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
TOTALS				0	0	0	0	0	0			0

### FY '05 Affirmative Action Goals BOFY

	Female			Minority			Persons w/Disabilities		
EEO Code	Total	Proj.	Hire	Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	Goals
Official /Admin.	NA				NA				
Professional	NA				NA				
Technical	NA				NA				
Protective Service	NA				NA				
Paraprofessional	NA				NA				
Admin. Support	NA				NA				
Skilled Craft	NA				NA				
Service/Maint.	NA				NA				
TOTALS		0	0	0		0	0	0	0

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Finance Authority

### FY '04 Workforce Changes

	Workforce				04 Terms					04 Hires					Workforce			
	EOFY 03				from State					Promo & New					EOFY 04			
	T	F	Mn	D	T	F	Mn	D		T	F	Mn	D		T	F	Mn	D
Official /Admin.	20	8	2							3	2				21	8	1	
Professional	32	16	1							6	3				38	19	1	
Technical	1	1													1	1		
Protective Service																		
Paraprofessional	16	15													18	16		
Admin. Support	8	7													6	6		
Skilled Craft																		
Service/Maint.																		
TOTALS	77	47	3	3	0	0	0	0		9	5	0	1		84	50	2	7

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	NP	BA			1								0		
Professional	BA	BA													
Technical	BA	BA													
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	BA	BA													
Skilled Craft	NA	NA													
Service/Maint.	NA	NA													
TOTALS					1	0	2		0	0	2		0	0	4

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	NP	1			BA						
Professional	BA				BA						
Technical	BA				BA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		1	0	0		0	0	0	2	3	1

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Human Rights

### FY '04 Workforce Changes

	Workforce				04 Terms					04 Hires					Workforce			
	EOFY 03				from State					Promo & New					EOFY 04			
	T	F	Mn	D	T	F	Mn	D		T	F	Mn	D		T	F	Mn	D
Official /Admin.	9	5	2		1	1	1			2	1	2			10	5	3	
Professional	33	18	2		1	1	1			3	1	1			34	17	2	
Technical	2	2													2	2		
Protective Service																		
Paraprofessional	3	3													3	3		
Admin. Support	4	4								2	2	1			5	5	1	
Skilled Craft																		
Service/Maint.																		
TOTALS	51	32	4	2	2	2	2	0		7	4	4	0		54	32	6	5

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	BA	BA													
Professional	BA	BA													
Technical	BA	BA													
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	BA	BA													
Skilled Craft	NA	NA													
Service/Maint.	NA	NA													
TOTALS					0	0	2		0	0	0		0	0	3

### FY '05 Affirmative Action Goals BOFY

	Female					Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire			Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal		Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA					BA						
Professional	BA					BA						
Technical	BA					BA						
Protective Service	NA					NA						
Paraprofessional	BA					BA						
Admin. Support	BA					BA						
Skilled Craft	NA					NA						
Service/Maint.	NA					NA						
TOTALS		0	0	0			0	0	0	0*	0	0

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3

# FY 2004 Affirmative Action Report

## *Human Services*

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	130	62	6		4	3			13	8	1		139	67	6	
Professional	1709	1264	94		90	65	7		215	167	16		1770	1318	100	
Technical	853	734	35		32	30	1		64	55	1		870	751	35	
Protective Service	202	56	9		23	6	3		14	6	2		216	63	9	
Paraprofessional	1232	836	34		99	60	2		100	66	3		1217	834	35	
Admin. Support	602	573	37		27	22	4		72	60	4		623	593	38	
Skilled Craft	117	6	1		3	1			5				119	5	1	
Service/Maint.	193	123	14		16	8	4		18	7			192	121	9	
TOTALS	5038	3654	230	215	294	195	21	11	501	369	27	24	5146	3752	233	288

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	NP	BA			4								4		
Professional	NP	NP			34	16							1	3	
Technical	BA	NP				1								0	
Protective Service	NP	NP			17	10							8	2	
Paraprofessional	NP	PN			45	27				3			1	1	
Admin. Support	BA	BA													
Skilled Craft	NP	NP			2	2							-1	0	
Service/Maint.	NP	NP			2	3							1	-1	
TOTALS					104	59	133		0	3	5		14	5	89

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	NP	3			BA						
Professional	NP	34			NP	15					
Technical	BA				NP	1					
Protective Service	NP	18			NP	7					
Paraprofessional	NP	40			PN	25	117	5			
Admin. Support	BA				BA	1					
Skilled Craft	NP	3			NP	2					
Service/Maint.	NP	2			NP	3					
TOTALS		100	0	0		54	117	5	232	354	5

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Inspections & Appeals

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	29	14	2		3	1	1		6	3			31	15	1	
Professional	334	182	15		18	11	1		31	15			343	184	14	
Technical	4	2	1										4	2	1	
Protective Service																
Paraprofessional (	13	13							2	2			15	15		
Admin. Support	79	79	9		4	4			11	10			81	80	7	
Skilled Craft																
Service/Maint.																
TOTALS	459	290	27	26	25	16	2	2	50	30	0	1	474	296	23	30

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	BA	BA													
Professional	NP	NP			2	3							0	0	
Technical	BA	BA													
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	BA	BA													
Skilled Craft	NA	NA													
Service/Maint.	BA	NA													
TOTALS					2	3	5		0	0	1		0	0	3

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA				BA						
Professional	NP	1			NP	4					
Technical	BA				BA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		1	0	0		4	0	0	17	56	7

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## *Iowa Communications Network*

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	25	8	3						2				26	7	3	
Professional	49	14	1		1				2	1			49	14	1	
Technical	10	6	1						1	1	1		11	7	2	
Protective Services																
Paraprofessional	5	5											5	5		
Admin. Support	6	6	1		1	1			1	1			5	5		
Skilled Craft																
Service/Maint.																
TOTALS	95	39	6	4	2	1	0	0	6	3	1	0	96	38	6	6

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	NP	BA		3						-1		
Professional	BA	NP		1	1					1	0	
Technical	BA	BA										
Protective Service	NA	NA										
Paraprofessional	BA	BA										
Admin. Support	BA	BA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
TOTALS				4	1	2	0	0	1	0	0	2

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	NP	4			BA						
Professional	NP	2			NP	1					
Technical	BA				BA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		6	0	0		1	0	0	2	9	2

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3

# FY 2004 Affirmative Action Report

## *Iowa Public Employees Retirement System (IPERS)*

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	12	6			1	1			2	1			13	6		
Professional	52	27	2		3	1			5	2	2		52	29	4	
Technical	12	10	2		1	1	1		1	1			10	9		
Protective Service																
Paraprofessional	4	4											4	4		
Admin. Support	6	4	1										7	5	1	
Skilled Craft																
Service/Maint.																
<b>TOTALS</b>	86	51	5	2	5	3	1	1	8	4	2	0	86	53	5	5

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	BA	BA										
Professional	NP	BA		1						1		
Technical	BA	BA			1						0	
Protective Service	NA	NA										
Paraprofessional	BA	BA										
Admin. Support	BA	BA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
<b>TOTALS</b>				1	1	3	0	0	1	1	0	3

### FY '05 Affirmative Action Goals BOFY

	Female			Minority			Persons w/Disabilities		
EEO Code	Total	Proj.	Hire	Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	Goals
Official /Admin.	BA				BA				
Professional	NP	1			BA				
Technical	BA				NP				
Protective Service	NA				NA				
Paraprofessional	BA				BA				
Admin. Support	BA				BA				
Skilled Craft	NA				NA				
Service/Maint.	NA				NA				
<b>TOTALS</b>		1	0	0		0	0	0	4 8 2

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.



# FY 2004 Affirmative Action Report

## Justice

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	22	2											21	8		
Professional	163	80	4		5	1			13	5	1		170	84	5	
Technical																
Protective Service																
Paraprofessional	9	8											9	8		
Admin. Support	32	32	1		3	3			3	3			30	30	1	
Skilled Craft																
Service/Maint.																
TOTALS	226	122	5	4	8	4	0	1	16	8	1	2	230	130	6	7

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	NP	BA			1								0		
Professional	PN	NP			1	1			1				0	1	
Technical	NA	NA													
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	BA	BA													
Skilled Craft	NA	NA													
Service/Maint.	NA	NA													
TOTALS					2	1	11		1	0	1		0	1	3

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	NP	1			BA						
Professional	PN	1	8	1	NP						
Technical	NA				NA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		2	8	1		0	0	0	17	12	2

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## *Law Enforcement Academy*

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	2	1											2	1		
Professional	15	4											15	4		
Technical																
Protective Service	1												1			
Paraprofessional																
Admin. Support	7	7											7	7		
Skilled Craft	2												2			
Service/Maint.																
TOTALS	27	12	0	1	0	0	0	0	0	0	0	0	27	12	0	2

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	BA	BA										
Professional	ST	BA		3			1			1		
Technical	NA	NA										
Protective Service	BA	BA										
Paraprofessional	NA	NA										
Admin. Support	BA	BA										
Skilled Craft	BA	BA										
Service/Maint.	NA	NA										
TOTALS				3	0	0	1	0	0	1	0	NU

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	NP				BA						
Professional	ST	3	0	1	BA						
Technical	NA				NA						
Protective Service	BA				BA						
Paraprofessional	NA				NA						
Admin. Support	BA				BA						
Skilled Craft	BA				BA						
Service/Maint.	NA				NA						
TOTALS		3	0	1		0	0	0			

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

## FY 2004 Affirmative Action Report

### *Lottery*

#### **FY '04 Workforce Changes**

*Workforce Changes for Lottery were not tracked prior to FY 2005*

#### **FY '03 Goals & Achievements**

*Goals & Achievements for Lottery were not tracked prior to FY 2005*

#### **FY '05 Affirmative Action Goals BOFY**

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA				BA						
Professional	PN	9	1	1	BA						
Technical	BA				BA						
Protective Service	NA				NA						
Paraprofessional	NA				NA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	BA				BA						
<b>TOTALS</b>		9	1	1		0	0	0	5	1	1

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Management

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	8	5							2	2			8	5		
Professional	16	4	1						1				17	4	1	
Technical																
Protective Service																
Paraprofessional	1	1											1	1		
Admin. Support	2	2											2	2		
Skilled Craft																
Service/Maint.																
TOTALS	27	12	1	1	0	0	0	0	3	2	0	0	28	12	1	2

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	BA	BA													
Professional	ST	BA			2				1				0		
Technical	BA	BA													
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	BA	BA													
Skilled Craft	NA	NA													
Service/Maint.	NA	NA													
TOTALS					2	0	0		1	0	0		0	0	NU

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA				BA						
Professional	PN	2		1	BA						
Technical	BA				NA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		2	0	1		0	0	0	1	1	1

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Natural Resources

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	75	17	1		5		1		10	4			81	22	26	
Professional	432	96	26		20	4			54	27	2		448	112	1	
Technical	11	6	1										11	6		
Protective Service	123	12	9		12		1		4				112	11	8	
Paraprofessional	20	17	1						2	2	1		28	25	4	
Admin. Support	45	41	6		2	1	1		14	14			45	42	3	
Skilled Craft	3												3			
Service/Maint.	171	23	2		4	2			9				170	20	2	
TOTALS	880	212	46	39	43	7	3	4	93	47	3	2	898	238	44	44

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	PN	NP		17	1		4			4	-1	
Professional	PN	NP		32	33		20			3	1	
Technical	BA	BA										
Protective Service	PN	BA		6			1			-1		
Paraprofessional	BA	BA										
Admin. Support	BA	BA										
Skilled Craft	BA	BA										
Service/Maint.	NP	NP		2	3					-2	0	
TOTALS				57	37	24	25	0	2	4	0	6

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	PN	16	8	3	NP	2					
Professional	PN	30	46	26	NP	34					
Technical	BA				BA						
Protective Service	PN	6	3	1	BA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	BA				BA						
Service/Maint.	NP	4			NP	3					
TOTALS		56	57	30		39	0	0	51	78	10

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Parole

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	4		2										4	2	2	
Professional	4	2											4	2		
Technical																
Protective Service																
Paraprofessional									1	1			1	1		
Admin. Support	2	2											2	2		
Skilled Craft																
Service/Maint.																
TOTALS	10	4	2	0	0	0	0	0	1	1	0	0	11	7	2	1

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	NA	NA										
Professional	NA	NA										
Technical	NA	NA										
Protective Service	NA	NA										
Paraprofessional	NA	NA										
Admin. Support	NA	NA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
TOTALS				0	0	0	0	0	0			0

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code	Total	Proj.	Hire		Total	Proj.	Hire		Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	NA				NA						
Professional	NA				NA						
Technical	NA				NA						
Protective Service	NA				NA						
Paraprofessional	NA				NA						
Admin. Support	NA				NA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		0	0	0		0	0	0	0	0	0

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## *Public Defense*

### *FY '04 Workforce Changes*

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	28	7			4				8	1			34	8		
Professional	69	24	1		3	2	1		23	11	3		80	31	4	
Technical	15	4	2						3	3			16	5	1	
Protective Service	101	9	7		7	1			25	4	1		120	12	7	
Paraprofessional	15	10			1				2	2			16	12		
Admin. Support	12	12	1		1	1			2	1			13	12	1	
Skilled Craft	53	2	2		2								51	3	2	
Service/Maint.	34	6	4		2	1	1		5				36	4	3	
<b>TOTALS</b>	<b>327</b>	<b>74</b>	<b>17</b>	<b>8</b>	<b>20</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>68</b>	<b>22</b>	<b>4</b>	<b>4</b>	<b>366</b>	<b>87</b>	<b>18</b>	<b>20</b>

### **FY '04 Goals & Achievements**

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	ST	BA		5			1			1		
Professional	NP	NP		2	2					2	1	
Technical	NP	BA		2						2		
Protective Service	ST	BA		10			2			0		
Paraprofessional	NP	BA		1						0		
Admin. Support	BA	BA										
Skilled Craft	BA	NP			1						0	
Service/Maint.	ST	BA		3			1			-1		
<b>TOTALS</b>				<b>23</b>	<b>3</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>12</b>

### **FY '05 Affirmative Action Goals BOFY**

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	ST	7	3	1	BA						
Professional	NP	3			NP	2					
Technical	NP	1			BA						
Protective Service	ST	7	6	2	NP	2					
Paraprofessional	NP				BA						
Admin. Support	BA				BA						
Skilled Craft	BA				BA						
Service/Maint.	ST	5	3	1	BA						
<b>TOTALS</b>		<b>23</b>	<b>12</b>	<b>4</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>14</b>

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## *Public Employment Relations*

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	3	1											3	1		
Professional	4	1											4	1		
Technical																
Protective Service																
Paraprofessional																
Admin. Support	3	3											3	3		
Skilled Craft																
Service/Maint.																
TOTALS	10	5	0	0	0	0	0	0	0	0	0	0	10	5	0	0

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	NA	NA										
Professional	NA	NA										
Technical	NA	NA										
Protective Service	NA	NA										
Paraprofessional	NA	NA										
Admin. Support	NA	NA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
TOTALS				0	0	0	0	0	0			0

### FY '05 Affirmative Action Goals BOFY

	Female					Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire	
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals	
Official /Admin.	NA				NA							
Professional	NA				NA							
Technical	NA				NA							
Protective Service	NA				NA							
Paraprofessional	NA				NA							
Admin. Support	NA				NA							
Skilled Craft	NA				NA							
Service/Maint.	NA				NA							
TOTALS		0	0	0		0	0	0	0	0	0	

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.



# FY 2004 Affirmative Action Report

## Public Health

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	68	46	2		5	3	1		3	2	1		65	44	1	
Professional	219	104	13		18	10	2		27	19	2		217	140	13	
Technical	7	7							1		1		8	7	1	
Protective Service																
Paraprofessional	38	36	3			5	1		4	4	1		38	36	3	
Admin. Support	65	63	8		5	5	1		8	7	1		60	57	6	
Skilled Craft					5											
Service/Maint.																
TOTALS	397	256	26	24	33	23	5	6	43	32	6	1	388	284	24	30

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	BA	BA										
Professional	BA	NP			2						1	
Technical	BA	BA										
Protective Service	NA	NA										
Paraprofessional	BA	BA										
Admin. Support	BA	BA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
TOTALS				0	2	2	0	0	1	0	1	6

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	ST	BA			BA						
Professional	BA				NP	2					
Technical	BA				BA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		0	0	0		2	0	0	13	40	4

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Public Safety

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	18	2							3				22	3		
Professional	89	39	7		2		1		18		2		93	40	7	
Technical	27	10	2										27	10	3	
Protective Service	595	34	16		32	1	1						559	33	15	
Paraprofessional	16	14							1	1			17	15		
Admin. Support	116	93	5		5	3	1		15	10	3		120	95	4	
Skilled Craft																
Service/Maint.																
<b>TOTALS</b>	<b>861</b>	<b>192</b>	<b>30</b>	<b>10</b>	<b>39</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>37</b>	<b>11</b>	<b>5</b>	<b>2</b>	<b>838</b>	<b>196</b>	<b>29</b>	<b>33</b>

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	ST	BA		4			1			1		
Professional	NP	NP		2	4					0	0	
Technical	PN	NP		1	1		0			0	0	
Protective Service	PN	BA		14			0			0		
Paraprofessional	BA	BA										
Admin. Support	BA	NP			1						0	
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
<b>TOTALS</b>				<b>21</b>	<b>6</b>	<b>43</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>23</b>

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	ST	5	2	1	BA						
Professional	NP	3			NP	4					
Technical	PN	1	0	0	NP	1					
Protective Service	PN	12	30	3	PN	1	30	1			
Paraprofessional	BA				BA						
Admin. Support	NP	7			NP	2					
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		28	32	4		8	30	1	49	32	2

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Public Television

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	16	12			1								16	12		
Professional	49	16	1						1				49	16	1	
Technical	31	5							4	1			35	6		
Protective Service																
Paraprofessional	6	5											6	5		
Admin. Support	10	6	1		1	1			1	1			10	8	1	
Skilled Craft																
Service/Maint.																
TOTALS	112	44	2	2	2	1	0	0	6	2	0	0	116	47	2	5

### FY '04 Goals & Achievements

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	BA	BA										
Professional	ST	BA		3			1			0		
Technical	NP	BA		2						0		
Protective Service	NA	NA										
Paraprofessional	BA	BA										
Admin. Support	BA	BA										
Skilled Craft	NA	NA										
Service/Maint.	NA	NA										
TOTALS				5	0	4	1	0	1	0	0	3

### FY '05 Affirmative Action Goals BOFY

	Female			Minority			Persons w/Disabilities		
EEO Code	Total	Proj.	Hire	Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	Goals
Official /Admin.	BA				BA				
Professional	ST	3	0	1	BA				
Technical	NP	2			BA				
Protective Service	NA				NA				
Paraprofessional	BA				BA				
Admin. Support	BA				BA				
Skilled Craft	NA				NA				
Service/Maint.	NA				NA				
TOTALS		5	0	1		0	0	0	7

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Revenue

### FY '04 Workforce Changes (Includes Lottery)

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	55	20			1				1	0			52	18		
Professional	283	111	12		8	4	1		35	19	8		291	120	16	
Technical	21	18	2										13	11		
Protective Service																
Paraprofessional	3	3	1										3	3	1	
Admin. Support	109	96	10		3	2	2		7	7			106	94	8	
Skilled Craft																
Service/Maint.	2		1										2		1	
TOTALS	473	248	26	31	12	6	3	2	43	26	8	4	467	246	26	48

### FY '04 Goals & Achievements (Includes Lottery)

	Threshold			Total UU			Hire Goal*			Net Change		
EEO Code	Label			BOFY 04			FY 04			EOFY 04		
	F	Mn	D	F	Mn	D	F	Mn	D	F	Mn	D
Official /Admin.	PN	NP		5	1		0			0	0	
Professional	PN	BA		22			5			12		
Technical	BA	BA										
Protective Service	NA	NA										
Paraprofessional	BA	BA										
Admin. Support	BA	BA										
Skilled Craft	NA	NA										
Service/Maint.	BA	BA										
TOTALS				27	1	1	5	0	1	12	0	19

### FY '05 Affirmative Action Goals BOFY (Does not include Lottery)

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	PN	5	4	2	NP	1					
Professional	PN	10	12	7	BA						
Technical	BA				BA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	BA				BA						
TOTALS		15	16	9		1	0	0	0	0	0

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Secretary of State

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	10	6	1		3	2			3	1			10	5	1	
Professional	5	3											6	4		
Technical	1	1											1	1		
Protective Service																
Paraprofessional	6	6											6	6		
Admin. Support	12	11	2										12	11	2	
Skilled Craft																
Service/Maint.																
TOTALS	34	27	3	1	3	2	0	0	3	1	0	0	35	27	3	

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	BA	BA													
Professional	BA	BA													
Technical	BA	BA													
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	BA	BA													
Skilled Craft	NA	NA													
Service/Maint.	BA	NA													
TOTALS					0	0	1		0	0	1		0	0	-1

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA				BA						
Professional	BA				BA						
Technical	BA				BA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	NA				NA						
TOTALS		0	0	0		0	0	0	3	5	1

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Transportation

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	136	49	1						1				141	52	2	
Professional	608	188	29		9	2			13	6			613	188	31	
Technical	654	141	25		10	2			5	3			647	144	24	
Protective Service	117	9	5		4	1			7	1			120	9	5	
Paraprofessional	27	23	3		1	1	1		1				28	22	2	
Admin. Support	348	321	21		18	16	3		23	19	3		341	313	18	
Skilled Craft	1227	40	61		25		1		21				1226	41	60	
Service/Maint.	46	13	2		1				4	1	1		40	13	3	
TOTALS	3163	784	147	136	68	22	5	3	75	30	4	4	3156	782	145	266

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	PN	NP			15	3			1				3	1	
Professional	PN	NP			2	8			0				-3	1	
Technical	PN	PN			91	9			1	1			1	0	
Protective Service	ST	BA			8				1				0		
Paraprofessional	BA	BA													
Admin. Support	BA	NP				1							-2	0	
Skilled Craft	PN	NP			4	2							0	0	
Service/Maint.	PN	NP			3	1							0	1	
TOTALS					123	24	62		3	1	1		-1	3	130

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	PN	15	6		NP	2					
Professional	PN	3	20	1	NP	7					
Technical	PN	87	38	1	PN	9	38	1			
Protective Service	ST	9	8	1	BA						
Paraprofessional	BA				BA						
Admin. Support	BA	2			NP						
Skilled Craft	PN	4	38		NP	1					
Service/Maint.	PN	3	6	3	NP	1					
TOTALS		123	116	6		20	38	1	39	143	2

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## *Treasurer*

### FY '04 Workforce Changes

	Workforce					04 Terms					04 Hires					Workforce			
	EOFY 03					from State					Promo & New					EOFY 04			
	T	F	Mn	D		T	F	Mn	D		T	F	Mn	D		T	F	Mn	D
Official /Admin.	6	3									2	1				7	4		
Professional	9	7				2	1				4	2				11	7		
Technical	1	1									1	1				1	1		
Protective Service																			
Paraprofessional	1	1									1	1				2	2		
Admin. Support	4	4				1	1				1	1				3	3		
Skilled Craft																			
Service/Maint.																			
TOTALS	21	16	0	0		3	2	0	0		9	6	0	0		24	17	0	1

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	NA	NA													
Professional	NA	NA													
Technical	NA	NA													
Protective Service	NA	NA													
Paraprofessional	NA	NA													
Admin. Support	NA	NA													
Skilled Craft	NA	NA													
Service/Maint.	NA	NA													
TOTALS					0	0	0		0	0	0				0

### FY '05 Affirmative Action Goals BOFY

	Female					Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire			Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal		Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	NA					NA						
Professional	NA					NA						
Technical	NA					NA						
Protective Service	NA					NA						
Paraprofessional	NA					NA						
Admin. Support	NA					NA						
Skilled Craft	NA					NA						
Service/Maint.	NA					NA						
TOTALS		0	0	0			0	0	0	0	0	0

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.

# FY 2004 Affirmative Action Report

## Veterans Affairs

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	17	8			3	1			6	2			20	8		
Professional	174	143	5		11	10			29	24			178	145	5	
Technical	92	85	1		14	12			13	11	1		93	86	2	
Protective Service	4								1				5			
Paraprofessional	255	230	12		27	19	4		61	49	8		274	249	15	
Admin. Support	61	56	1		2	2			5	3			67	61	1	
Skilled Craft	24	1							1				25	1		
Service/Maint.	109	82	8		8	7	1		4	1			107	78	7	
TOTALS	736	605	27	37	65	51	5	3	120	90	9	8	769	628	30	46

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	BA	BA													
Professional	BA	NP				1								0	
Technical	BA	BA													
Protective Service	BA	BA													
Paraprofessional	BA	BA													
Admin. Support	BA	NP				1								0	
Skilled Craft	BA	BA													
Service/Maint.	BA	BA													
TOTALS					0	2	16		0	0	4		0	0	10

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code		Total	Proj.	Hire		Total	Proj.	Hire	Total	Proj.	Hire
	Label	UU	Hires	Goal	Label	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA				BA						
Professional	BA				NP	1					
Technical	BA				NP						
Protective Service	BA				BA						
Paraprofessional	BA				BA						
Admin. Support	BA				NP	1					
Skilled Craft	BA				BA						
Service/Maint.	BA				BA						
TOTALS		0	0	0		2	0	0	40	95	12

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3.



# FY 2004 Affirmative Action Report

## Workforce Development

### FY '04 Workforce Changes

	Workforce				04 Terms				04 Hires				Workforce			
	EOFY 03				from State				Promo & New				EOFY 04			
	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D	T	F	Mn	D
Official /Admin.	39	23	2		2	1			5	2			47	30	3	
Professional	558	324	73		15	11	2		34	25			556	319	71	
Technical	71	56	15		6	5	1		25	20			75	61	17	
Protective Service																
Paraprofessional	14	14	1										15	14	1	
Admin. Support	80	75	14		3				11	10			87	82	14	
Skilled Craft																
Service/Maint.	3	2											3	2		
TOTALS	765	494	105	57	26	17	3	0	75	57	0	4	783	508	106	115

### FY '04 Goals & Achievements

	Threshold				Total UU				Hire Goal*				Net Change		
EEO Code	Label				BOFY 04				FY 04				EOFY 04		
	F	Mn	D		F	Mn	D		F	Mn	D		F	Mn	D
Official /Admin.	BA	BA													
Professional	NP	BA			8								-2		
Technical	NP	BA			1								0		
Protective Service	NA	NA													
Paraprofessional	BA	BA													
Admin. Support	BA	BA													
Skilled Craft	NA	NA													
Service/Maint.	NA	BA													
TOTALS					9	0	0		0	0	0		-2	0	0

### FY '05 Affirmative Action Goals BOFY

	Female				Minority				Persons w/Disabilities		
EEO Code	Bal.	Total	Proj.	Hire	Bal.	Total	Proj.	Hire	Total	Proj.	Hire
	Year	UU	Hires	Goal	Year	UU	Hires	Goal	UU	Hire	Goals
Official /Admin.	BA				BA						
Professional	NP	9			BA						
Technical	NP	1			BA						
Protective Service	NA				NA						
Paraprofessional	BA				BA						
Admin. Support	BA				BA						
Skilled Craft	NA				NA						
Service/Maint.	BA				BA						
TOTALS		10	0	0		0	0	0	0	0	0

\*Hiring Goals set only for categories showing ST or PN.

See Appendix A for Notes on Department Tables, page 19. See AA Plan Methodology on page 3

**B. WORKFORCE COMPOSITION**

<b>TOTAL FULL-TIME WORKFORCE</b>						
	June '03	June '04	Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '03	June '04	
Male	9,630	9,672	42	50.7%	50.4%	54.0%
Female	9,347	9,526	179	49.3%	49.6%	46.0%
Non-Minority	17,999	18,222	223	94.8%	94.9%	96.6%
Minority	978	976	-2	5.2%	5.1%	3.4%
W/Disability	800	1,348	548	4.2%	7.0%	*11.8%
W/O Disability	15,463	15,490	27	81.5%	80.7%	88.2%
Unk/Disability	2,714	2,360	-354	14.3%	12.3%	n/a
<b>TOTALS</b>	<b>18,977</b>	<b>19,198</b>	<b>221</b>			
<b>1. OFFICIAL/ADMINISTRATOR</b>						
	June '03	June '04	Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '03	June '04	
Male	602	633	31	57.3%	57.4%	71.6%
Female	449	469	20	42.7%	42.6%	28.4%
Non-Minority	1,017	1,069	52	96.8%	97.0%	98.6%
Minority	34	33	-1	3.2%	3.0%	1.4%
<b>TOTALS</b>	<b>1,051</b>	<b>1,102</b>	<b>51</b>			
<b>2. PROFESSIONAL</b>						
	June '03	June '04	Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '03	June '04	
Male	2,950	3,010	60	46.1%	45.8%	45.6%
Female	3,450	3,555	105	53.9%	54.2%	54.4%
Non-Minority	6,031	6,175	144	94.2%	94.1%	96.7%
Minority	369	390	21	5.8%	5.9%	3.3%
<b>TOTALS</b>	<b>6,400</b>	<b>6,565</b>	<b>165</b>			

# FY 2004 Affirmative Action Report

<b>3. TECHNICIAN</b>						
	June '03	June '04	Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '03	June '04	
Male	885	877	-8	41.8%	40.9%	59.7%
Female	1,231	1,266	35	58.2%	59.1%	40.3%
Non-Minority	2,021	2,047	26	95.5%	95.5%	96.9%
Minority	95	96	1	4.5%	4.5%	3.1%
<b>TOTALS</b>	<b>2,116</b>	<b>2,143</b>	<b>27</b>			
<b>4. PROTECTIVE SERVICE</b>						
	June '03	June '04	Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '03	June '04	
Male	2,512	2,470	-42	85.0%	85.1%	85.6%
Female	445	432	-13	15.0%	14.9%	14.4%
Non-Minority	2,816	2,764	-52	95.2%	95.2%	95.4%
Minority	141	138	-3	4.8%	4.8%	4.6%
<b>TOTALS</b>	<b>2,957</b>	<b>2,902</b>	<b>-55</b>			
<b>5. PARAPROFESSIONAL</b>						
	June '03	June '04	Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '03	June '04	
Male	461	448	-13	25.3%	24.4%	7.2%
Female	1,358	1,389	31	74.7%	75.6%	92.8%
Non-Minority	1,757	1,770	13	96.6%	96.4%	95.8%
Minority	62	67	5	3.4%	3.6%	4.2%
<b>TOTALS</b>	<b>1,819</b>	<b>1,837</b>	<b>18</b>			
<b>6. ADMINISTRATIVE SUPPORT</b>						
	June '03	June '04	Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '03	June '04	
Male	162	167	5	7.5%	7.6%	23.5%
Female	2,009	2,018	9	92.5%	92.4%	76.5%
Non-Minority	2,020	2,048	28	93.0%	93.7%	96.9%
Minority	151	137	-14	7.0%	6.3%	3.1%
<b>TOTALS</b>	<b>2,171</b>	<b>2,185</b>	<b>14</b>			

## FY 2004 Affirmative Action Report

<b>7. SKILLED CRAFT</b>						
	June '03	June '04	Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '03	June '04	
Male	1,608	1,604	-4	96.6%	96.5%	91.8%
Female	57	58	1	3.4%	3.5%	8.2%
Non-Minority	1,594	1,592	-2	95.7%	95.8%	97.8%
Minority	71	70	-1	4.3%	4.2%	2.2%
<b>TOTALS</b>	<b>1,665</b>	<b>1,662</b>	<b>-3</b>			
<b>8. SERVICE MAINTENANCE</b>						
	June '03	June '04	Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '03	June '04	
Male	450	463	13	56.4%	57.7%	62.5%
Female	348	339	-9	43.6%	42.3%	37.5%
Non-Minority	743	757	14	93.1%	94.4%	95.1%
Minority	55	45	-10	6.9%	5.6%	4.9%
<b>TOTALS</b>	<b>798</b>	<b>802</b>	<b>4</b>			

- a. Payroll Query, Executive Branch Full-time Workforce Composition (pay periods ending 6-19-03 and 6-17-2004). Does not include Fair Authority, Regents, Governor's Office, and Elected Officials, Alliance on Substance Abuse or Board Members and Commissioners.
- b. State Government Workforce % identifies the percentage of each employee group compared to all groups within each EEO ` . For example, of all employees in the Professional category in 2003, 5.8% were racial/ethnic minority.
- c. "Affirmative Action Data for Iowa--Iowa EEO-4 categories, 1990 Census, IA Department of Workforce Development."
- d. Census 2000 Summary File 3, employed person with disabilities age 16-64

**C. WORKFORCE COMPOSITION OVER 10 YEARS**

	June '04	June '94	10 Year Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '04	June '94	
Male	9,672	9,454	218	50.4%	51.5%	54.0%
Female	9,526	8,918	608	49.6%	48.5%	46.0%
Non-Minority	18,222	17,414	808	94.9%	94.8%	96.6%
Minority	976	958	18	5.1%	5.2%	3.4%
W/Disability	1,348	1,039	309	7.0%	5.7%	11.8%
W/O Disability	15,490	17,333	-1,843	80.7%	94.3%	88.2%
Unk/Disability	2,360		2,360	12.3%	0.0%	n/a
<b>TOTALS</b>	<b>19,198</b>	<b>18,372</b>	<b>826</b>			
<b>1. OFFICIAL/ADMINISTRATOR</b>						
	June '04	June '94	10 Year Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '04	June '94	
Male	633	539	94	57.4%	68.0%	71.6%
Female	469	254	215	42.6%	32.0%	28.4%
Non-Minority	1,069	771	298	97.0%	97.2%	98.6%
Minority	33	22	11	3.0%	2.8%	1.4%
<b>TOTALS</b>	<b>1,102</b>	<b>793</b>	<b>309</b>			
<b>2. PROFESSIONAL</b>						
	June '04	June '94	10 Year Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '04	June '94	
Male	3,010	2,861	149	45.8%	50.9%	45.6%
Female	3,555	2,755	800	54.2%	49.1%	54.4%
Non-Minority	6,175	5,281	894	94.1%	94.0%	96.7%
Minority	390	335	55	5.9%	6.0%	3.3%
<b>TOTALS</b>	<b>6,565</b>	<b>5,616</b>	<b>949</b>			

# FY 2004 Affirmative Action Report

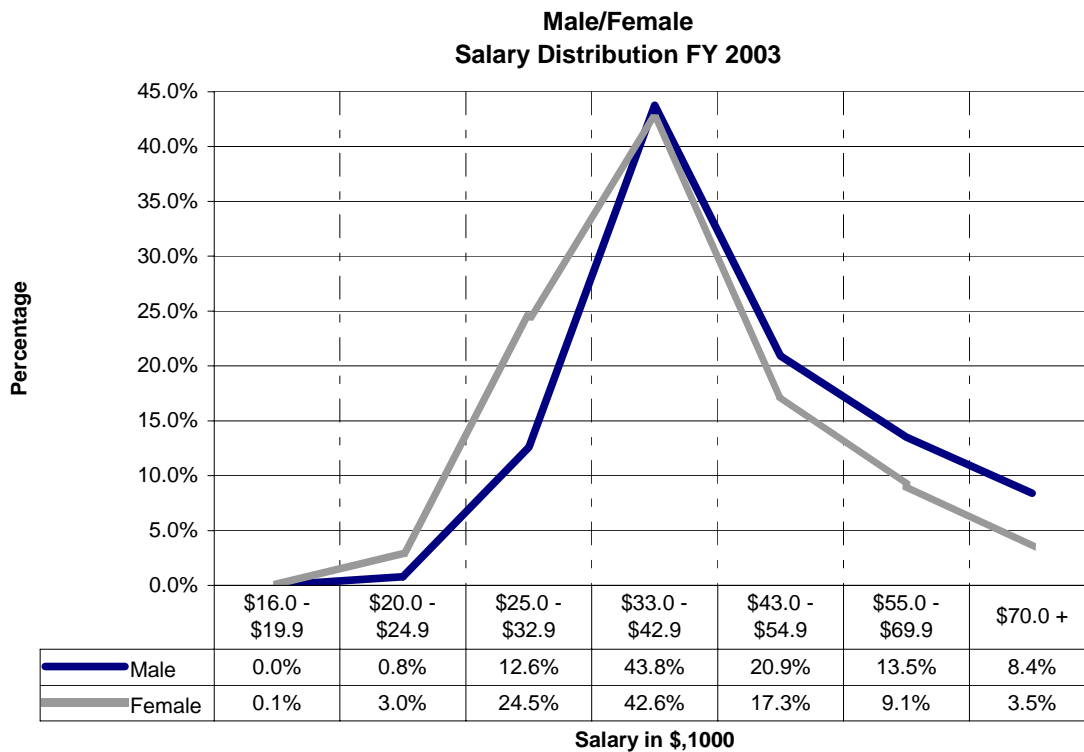
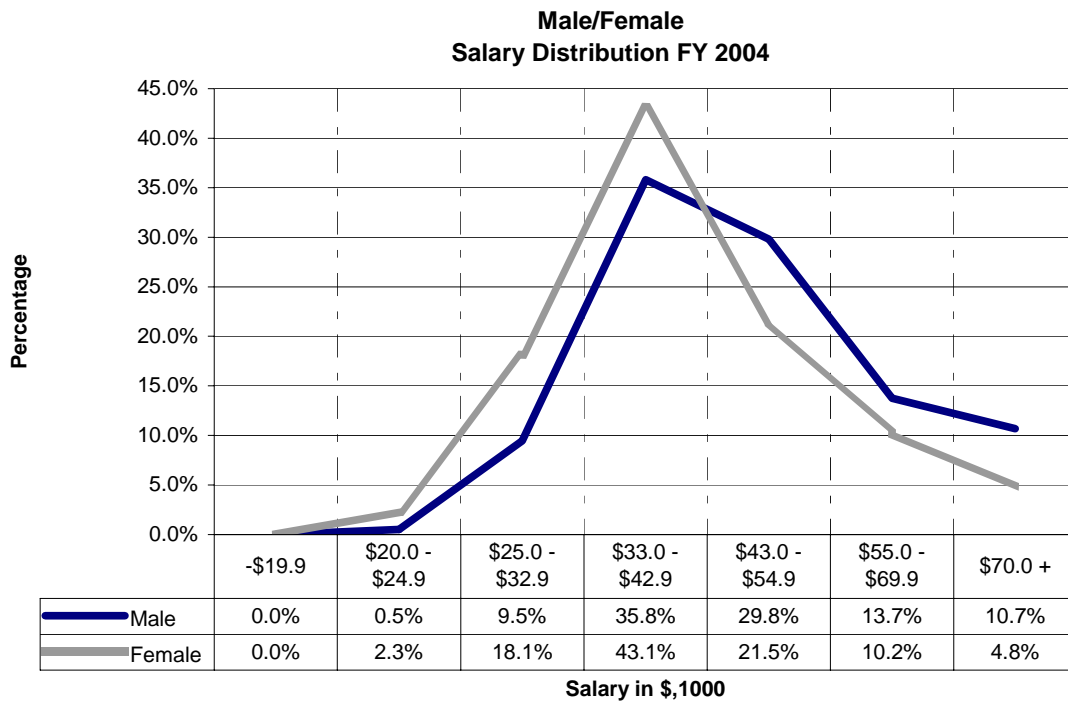
<b>3. TECHNICIAN</b>						
	June '04	June '94	10 Year Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '04	June '94	
Male	877	1,175	-298	40.9%	47.6%	59.7%
Female	1,266	1,291	-25	59.1%	52.4%	40.3%
Non-Minority	2,047	2,351	-304	95.5%	95.3%	96.9%
Minority	96	115	-19	4.5%	4.7%	3.1%
<b>TOTALS</b>	<b>2,143</b>	<b>2,466</b>	<b>-323</b>			
<b>4. PROTECTIVE SERVICE</b>						
	June '04	June '94	10 Year Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '04	June '94	
Male	2,470	2,010	460	85.1%	88.0%	85.6%
Female	432	275	157	14.9%	12.0%	14.4%
Non-Minority	2,764	2,183	581	95.2%	95.5%	95.4%
Minority	138	102	36	4.8%	4.5%	4.6%
<b>TOTALS</b>	<b>2,902</b>	<b>2,285</b>	<b>617</b>			
<b>5. PARAPROFESSIONAL</b>						
	June '04	June '94	10 Year Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '04	June '94	
Male	448	515	-67	24.4%	26.9%	7.2%
Female	1,389	1,399	-10	75.6%	73.1%	92.8%
Non-Minority	1,770	1,853	-83	96.4%	96.8%	95.8%
Minority	67	61	6	3.6%	3.2%	4.2%
<b>TOTALS</b>	<b>1,837</b>	<b>1,914</b>	<b>-77</b>			

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<b>6. ADMINISTRATIVE SUPPORT</b>						
	June '04	June '94	10 Year Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '04	June '94	
Male	167	207	-40	7.6%	7.5%	23.5%
Female	2,018	2,543	-525	92.4%	92.5%	76.5%
Non-Minority	2,048	2,548	-500	93.7%	92.7%	96.9%
Minority	137	202	-65	6.3%	7.3%	3.1%
<b>TOTALS</b>	<b>2,185</b>	<b>2,750</b>	<b>-565</b>			
<b>7. SKILLED CRAFT</b>						
	June '04	June '94	10 Year Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '04	June '94	
Male	1,604	1,720	-116	96.5%	95.6%	91.8%
Female	58	79	-21	3.5%	4.4%	8.2%
Non-Minority	1,592	1,724	-132	95.8%	95.8%	97.8%
Minority	70	75	-5	4.2%	4.2%	2.2%
<b>TOTALS</b>	<b>1,662</b>	<b>1,799</b>	<b>-137</b>			
<b>8. SERVICE MAINTENANCE</b>						
	June '04	June '94	10 Year Net Change	State Government Workforce %		90 Census Statewide Labor Force Availability
				June '04	June '94	
Male	463	427	36	57.7%	57.0%	62.5%
Female	339	322	17	42.3%	43.0%	37.5%
Non-Minority	757	703	54	94.4%	93.9%	95.1%
Minority	45	46	-1	5.6%	6.1%	4.9%
<b>TOTALS</b>	<b>802</b>	<b>749</b>	<b>53</b>			

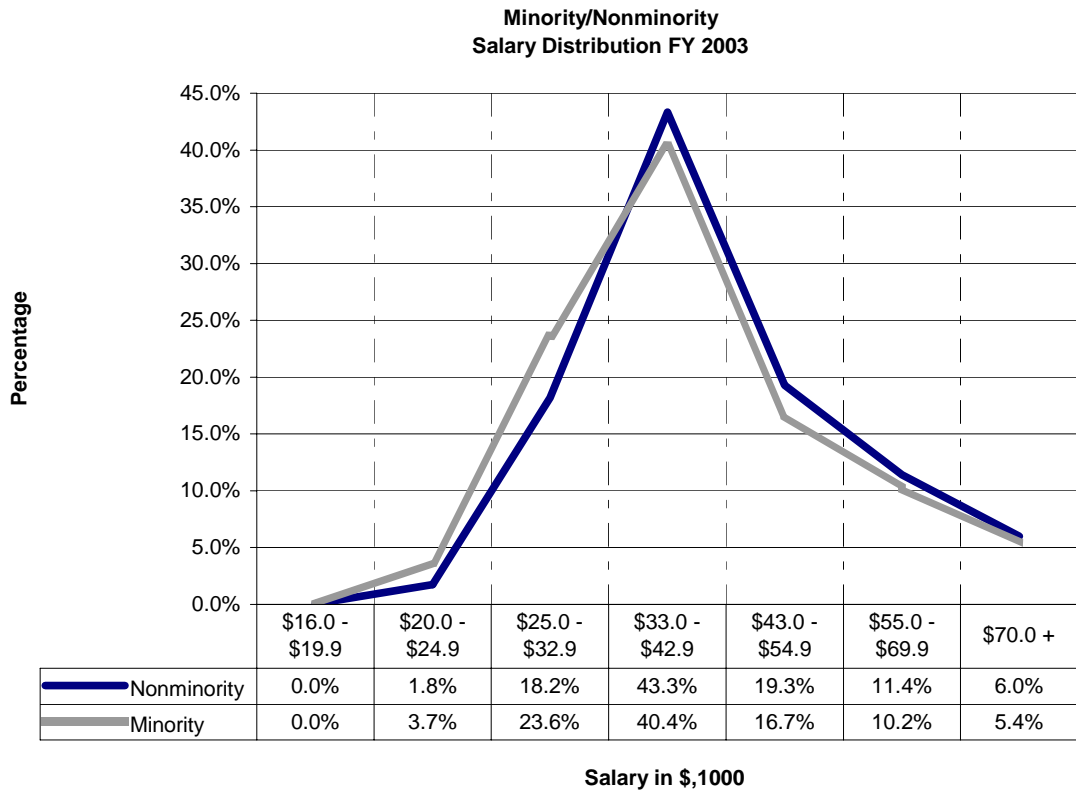
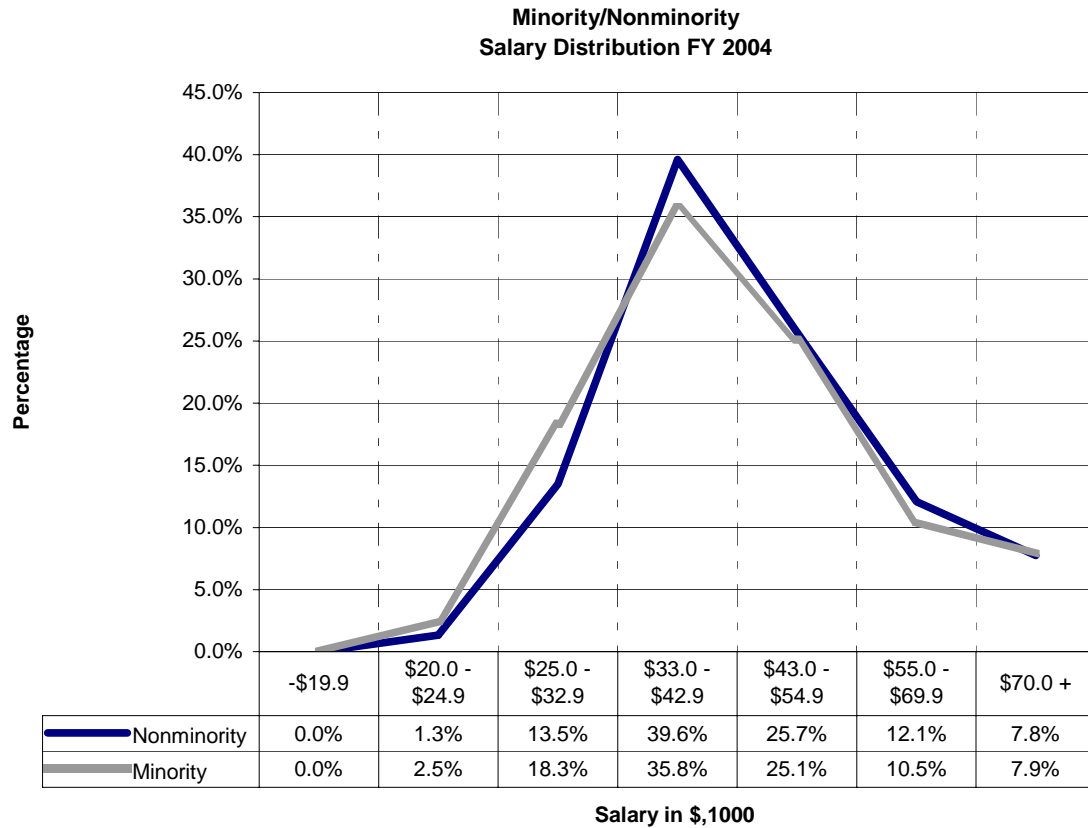
- a. Payroll Query, Executive Branch Full-time Workforce Composition (pay period 6-19-03) and *Affirmative Action in Iowa*, Iowa Department of Personnel, August 1993. Does not include Fair Authority, Regents, Governor's Office, and Elected Officials, Alliance on Substance Abuse or Board Members and Commissioners.
- b. State Government Workforce % identifies the percentage of each employee group compared to all groups within each EEO \. For example, of all employees in the Professional category in 2003, 5.8% were racial/ethnic minority.
- c. "Affirmative Action Data for Iowa--Iowa EEO-4 categories, 1990 Census, IA Department of Workforce Development."
- d. Census 2000 Summary File 3, employed person with disabilities age 16-64

## D. SALARY DISTRIBUTION

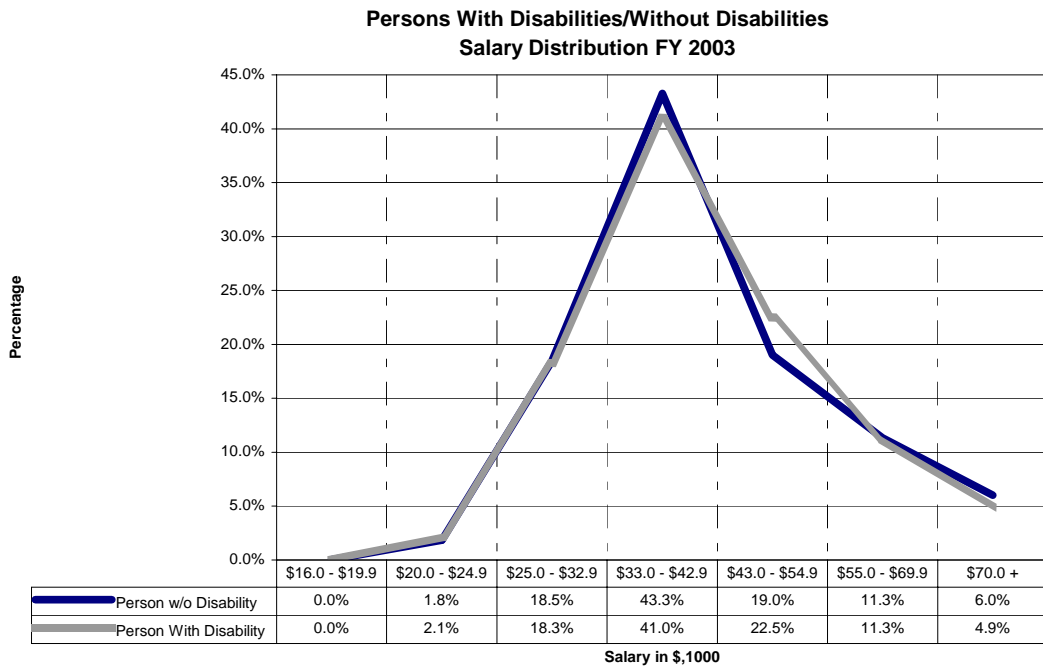
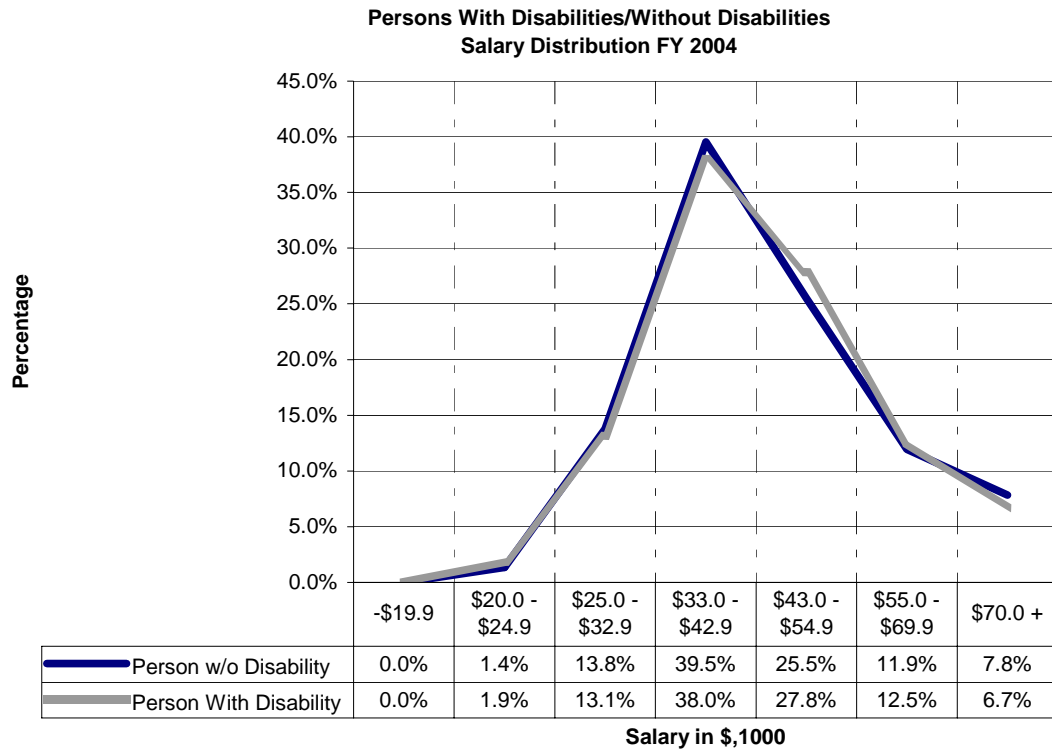




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## **E. GLOSSARY**

### **Accessibility**

Accessibility for Persons with Disabilities requires a barrier-free environment in which the mobility of physically disabled persons is not inhibited by external barriers such as architectural design. This includes entrances into buildings, elevators, restrooms, water fountains, cafeterias, and conference rooms and office equipment.

### **Affirmative Action**

"Action appropriate to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity (Iowa Code Section 19B.1).

### **Availability**

The availability of Minorities or Females for a job group means the percentage of Minorities or Females among persons in the relevant labor area having the requisite qualifications to perform the positions included in the job group. The availability of Persons with Disabilities means the percentage of Persons with Disabilities among persons the statewide labor area. The term is broad enough to include any factor that is in fact relevant to determining the availability of individuals for the. Availability figures are used in determining whether underutilization exists, and, where a goal is established, in determining the level of the goal. *(Adapted from the Glossary of Equal Opportunity/Affirmative Action Terms, Mary Jane Sinclair, and SPHR. SHRM White Paper.)*

### **Balanced Workforce**

A workforce that has women, racial/ethnic Minorities and Persons with Disabilities represented in all job groups and salary ranges at approximately the same rate as their representation in the wider labor force, as reflected by availability.

### **Disability**

A Disability is a physical or mental impairment, which substantially limits one or more major life activity, a record of having such an impairment, or being perceived as having such impairment.

### **Diversity**

Diversity refers to any perceived difference among people. According to Roosevelt Thomas, Executive Director of the Institute for Managing, managing diversity is a complex process for developing an environment that works for all employees. Ann Morrison in *New Leaders: Guidelines on Leadership Diversity in America* has defined diversity on four levels:

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- Diversity as racial/ethnic and gender balance
- Diversity as understanding of other cultures
- Diversity as culturally divergent values
- Diversity as broadly inclusive

The key to an organization initiating diversity as a managerial process is to clarify the organization's diversity objectives and to incorporate the objectives into its strategic plan.

### **Equal Employment Opportunity**

A system of practices that guarantees, by law, the same employment opportunity to all individuals regardless of their gender, creed, race, color, religion, national origin, age or physical or mental disabilities.

### **Goal**

An annual target for the placement of underutilized groups of protected class members in job groups where underutilization exists. Goals are not rigid and inflexible quotas. They must be targets reasonably attainable through good faith effort and must not cause any group of applicants to be excluded from the hiring process.

### **Manifest Imbalance**

Manifest imbalance occurs when the representation of protected groups in specific occupational groupings in the workforce is substantially below its representation in the relevant labor market. Numerical Goals can only be used as an affirmative action remedy for those job groupings that are identified as substantially underutilized. See Manifest Imbalance.

### **Olmstead Plan**

Governor's Executive Order 27 directs state agencies to undertake steps to identify and address barriers to community living for individuals with disabilities and long term illness in Iowa. DAS-HRE was one of the identified state agencies and is participating in the initiative to identify employment barriers in state government for Persons with Disabilities. The "Olmstead decision" resulted from the U.S. Supreme Court decision, *Olmstead v. L.C.*, 527 U.S. 581 (1999), that interpreted Title II of the ADA to require "States to place qualified individuals with disabilities in community settings, rather than in institutions, whenever treatment professionals determine that such placement is appropriate, the affected persons do not oppose such placement, and the State can reasonably accommodate the placement...."

### **Preferential and Non-preferential**

Preferential (remedial) affirmative action permits numerical hiring goals that

consider race and gender as factors in the selection process. It is the most intrusive and, as a result, the most likely basis for affirmative action litigation. Non-preferential (non-remedial) affirmative action results in active efforts by an employer to attack and prevent discrimination by concerted proactive programs, but not by setting numerical goals. Non-preferential goals result in system improvements and are more enduring than isolated affirmative action hires

## **Protected Groups**

All employees regardless of racial/ethnic, gender, disability status or age groups are regarded as “protected groups” under equal employment opportunity laws. Those groups for which affirmative action remedies or EEO compliance are appropriate are those groups of employees, former employees or applicants who have experienced and/or continue to experience the loss of employment opportunities or benefits due to discriminatory practices or policies of the employer.

## **Racial/Ethnic Categories**

Black, (not of Hispanic Origin): A person having origins in any of the Black racial groups of Africa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: A person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

American Indian or Alaskan Native: A person having origins in any of the original people of North America who maintains cultural identification through tribal affiliation or community recognition.

White, Not of Hispanic Origin: A person having origins in any of the original people of Europe, North Africa, or the Middle East.

(Source: EEOC Form 164, State and Local Government Information, (EEO-4))

## **Reasonable Accommodation**

The ADA does not define “reasonable accommodation.” Equal Employment Opportunity Commission (EEOC) regulations define “reasonable accommodations” as modifications or adjustments to the application process, work environment, or manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to be considered for a desired position, perform the essential functions of a position, or enjoy equal benefits and privileges of employment to other similarly-situated employees without disabilities (29 C.F.R. § 1630.2(o)(1) (1999)). EEOC interpretive guidelines define “reasonable accommodation” as any change in the work environment or in the way things are usually done that results in equal employment opportunities for an individual with a disability (29 C.F.R. Pt. 1630, App. §1630.2(o) (1999)).

## **Relevant Labor Force or Market**

The relevant labor force or labor market is the geographic area from which an

employer obtains a large portion of its workforce for a given occupational group.

## **Remedial and Non-remedial Underutilization**

Executive branch departments are required to participate in the State's Affirmative Action Plan and address all areas of underutilization with appropriate goals. Areas of manifest imbalance require both remedial (numeric) goals for balancing the state's workforce within that department and non-remedial goals, i.e., any methods in addition to affirmative action hires designed to balance the department's workforce. Where underutilization is not statistically significant and for underutilization of Persons with Disabilities, non-remedial goals are required.

## **Qualitative Analysis**

A qualitative utilization analysis shows whether and where an agency's employment policies and practices do or tend to exclude, disadvantage, restrict or adversely affect employees based on their age, sex, disability, and racial/ethnic Minorities status. It should also show whether and where effects of prior illegal discrimination are left uncorrected. The analysis may include, but not be limited to, the following areas:

- Recruitment efforts and methods.
- Applicant flow characteristics study.
- Interview, selection, appointment, and placement policies and practices.
- Policies and practices affecting transfers, promotions, and reallocations.
- Selection of employees for training.
- Policies and practices in demotion, discipline, termination, and reduction in force.
- Laws, policies, and practices external to the agency that discourage effective results in affirmative action.

## **Quantitative Analysis**

A quantitative utilization analysis compares the employers workforce with relevant labor force in order to calculate the numerical and percentile of underrepresentation in the agency's work force, if any, by racial /ethnic Minorities, gender and disability. (Adapted from IAC 581—20.1(19B))

A qualitative analysis determines the appropriate numerical hiring goals to set for preferential underutilization, i.e., underutilization that statistically significant and indicative of manifest imbalance in the workforce.

## **Underutilization**

Condition when there are fewer women, racial/ethnic Minorities, or Persons with Disabilities with requisite skills in a particular job category/group than would reasonably be expected by their availability in the relevant labor market for which an organization recruits.